



सत्यमेव जयते

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## PART III—SECTION 4

### Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by Statutory Bodies

#### STATE BANK OF INDIA

Bombay, the 23rd June 1964

The following appointment on the Bank's Staff is hereby notified :—

Shri V. G. Priolkar was Agent at Margao (Goa) Branch temporarily, as from the close of business on the 28th April 1964 to the close of business on the 9th May 1964, *vice* Shri Prem Prakash.

R. N. CHETTUR  
Secretary & Treasurer

Bombay, the 23rd June 1964

The following appointments on the Bank's staff are hereby notified :—

(i) Shri J. N. Saxena to officiate as Chief Officer (Planning), Central Office, with effect from the 22nd June 1964.

(ii) Shri C. P. Saigal to officiate as Chief Officer (Operations), Central Office, with effect from the 22nd June 1964, *vice* Shri J. N. Saxena.

N. A. KRISHNAN  
Managing Director

#### INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA

New Delhi-1, the 20th June 1964

No. 8-CA(1)/9/64-65—In pursuance of clause (3) of Regulation 10 of the Chartered Accountants Regulations, 1949, it is hereby notified that the Certificate of Practice issued to Shri Chennagiri Madhava Rao, A.C.A., C/o Electro Metallurgical Works Ltd., Dandeli, N. Kanara District, via Belgaum, Membership No. 5064, shall stand cancelled with effect from the 29th May 1964 to the 30th June 1965.

C. BALAKRISHNAN  
Secretary

#### AGRICULTURAL REFINANCE CORPORATION (STAFF) REGULATIONS, 1964

Bombay-1, the 27th June 1964

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#### AGRICULTURAL REFINANCE CORPORATION (STAFF) REGULATIONS, 1964

In exercise of the powers conferred by Section 46 of the Agricultural Refinance Corporation Act, 1963 (10 of 1963) read with sub-regulation (ii) of Regulation 33 of the Agricultural Refinance Corporation General Regulations, the Executive Committee of the Board of the Corporation, with the previous approval of the Reserve Bank of India, is pleased to make the following regulations regarding the duties and conduct, salaries, allowances and conditions of service of officers and other employees of the Corporation.

#### CHAPTER I

##### PRELIMINARY

1. *Short title.*—These Regulations may be called the Agricultural Refinance Corporation (Staff) Regulations, 1964.

2. *Application.*—They shall apply to every wholetime employee of the Corporation.

Provided that they shall not apply, except as otherwise provided in these Regulations or to such extent as may be specially or generally prescribed by the Board, to the staff of the Reserve Bank whose services have been made available to the Corporation by the Bank or to the staff taken on duty from other institutions.

3. *Definitions.*—In these Regulations, unless there is anything repugnant in the subject or context—

- (a) "the Board" means the Board of Directors of the Corporation and in relation to any powers exercisable by it, includes the Executive Committee;
- (b) "the Chairman" means the Chairman of the Corporation;
- (c) "the Managing Director" means the Managing Director of the Corporation;
- (d) "the Secretary" means the Secretary of the Corporation and in relation to any matter or power to be dealt with or exercised by him, includes a Deputy Secretary and an Assistant Secretary;
- (e) "the Chief Accountant" in relation to any matter or power to be dealt with or exercised by him includes a Deputy Chief Accountant, an Accounts Officer and an Administrative Officer;
- (f) "competent authority" means the Chairman in the case of officers and the Managing Director in other cases. It means in regard to any matter or power to be dealt with or exercised by the Chairman/Managing Director under these Regulations which has been delegated to any other authority in pursuance of these Regulations, the authority to whom the disposal of the matter or the exercise of the power has been so delegated;
- (g) "pay" means the amount drawn by an employee as—
  - (i) the pay which has been sanctioned for a post held by him substantively or in an officiating capacity, or to which he is entitled by reason of his position in a cadre;
  - (ii) special pay and personal pay;
  - (iii) any other emoluments which may be specially classed as pay by the Board;
- (h) "substantive pay" means the pay to which an employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (i) "special pay" means an addition, in the nature of pay, to the emoluments of a post or of an employee granted in consideration of—
  - (i) the specially arduous nature of the duties; or
  - (ii) a specific addition to the work or responsibility;
- (j) "personal pay" means an additional pay granted to an employee—
  - (i) to save him from a loss of substantive pay in respect of a permanent post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (ii) in exceptional circumstances, on other personal consideration;
- (k) "average pay" means the average monthly pay earned while on duty during the twelve calendar months immediately preceding the month in which the employee proceeds on leave: it means in the case of an employee who has not been on duty for more than a year, the average monthly pay earned while on duty during the calendar months immediately preceding the month in which he proceeds on leave. Provided that when the substantive pay of an employee on leave is less than Rs. 440 per mensem and the period of leave taken does not exceed four months, his average pay shall mean the pay which he would draw in the post substantively held by him at the time of taking leave if this pay be more than his average pay;
- (l) "compensatory allowance" means an allowance granted to meet expenditure necessitated by the special circumstances in which duty is performed;
- (m) "duty" includes—
  - (i) service as a probationer;
  - (ii) period during which an employee is on joining time;

(iii) period spent on casual leave duly authorised by the authority empowered to grant leave;

(iv) period spent on attending a course of instruction or training under proper authority;

(n) "family" means an employee's wife and children ordinarily residing with and wholly dependent on him.

4. *Chairman's and Managing Director's power to delegate.*—The Chairman may delegate to the Managing Director and the Managing Director may delegate to the Secretary or Deputy Secretary and any other officer of the Corporation, subject to such conditions as the Chairman or the Managing Director, as the case may be, may think fit to impose, all or any of the powers conferred upon the Chairman or the Managing Director, as the case may be, by these Regulations with the exception of the powers conferred by Regulations 22, 23, 44 and 46.

5. *Power to interpret and implement Regulations.*—The power to interpret the Regulations vests in the Chairman who is also hereby empowered to issue such administrative instructions as may be necessary to give effect to, and carry out the purposes of, the provisions of these Regulations or otherwise to secure effective control of the staff.

## CHAPTER II

### APPOINTMENTS, PROBATION AND TERMINATION OF SERVICE

#### SECTION I—APPOINTMENTS

6. *Classification of permanent staff.*—(1) (i) The permanent staff of the Corporation shall be classified as follows:—

Class I—Officers

Class II—Supervisory staff

Class III—Clerical and routine staff

Class IV—Subordinate staff

(ii) The posts in each class shall be as specified in Appendix I, additions or alternations to which may be made from time to time.

(2) The Board shall prescribe from time to time the pay of each post or group of posts and the Chairman the number of posts in each group provided that nothing in this Regulation shall be construed as authorising the Chairman, without the previous approval of the Board, to create a post the starting pay of which exceeds Rs. 1,000 per mensem.

7. *Temporary staff.*—(1) Notwithstanding anything contained in these Regulations, the Managing Director may employ staff in Classes III and IV on a temporary basis subject to such general or special directions as may be issued by the Chairman from time to time.

(2) The terms and conditions of service of the temporary staff shall be prescribed by the Chairman but in no case shall the terms and conditions so prescribed be more favourable than those laid down in these Regulations for an appointment carrying equivalent status or responsibility.

8. *Authorities empowered to appoint.*—Appointment to the service of the Corporation shall be made as follows:—

(a) to posts of Officers by the Chairman, subject to the approval of the Board;

(b) to posts of Sub-Accountants and other posts by the Managing Director, subject to the approval of the Chairman.

9. *Appointment of officers.*—Unless the post for which the appointment is made is of a specialised nature and, having regard to the qualifications required of the holder of the post, the Chairman considers it necessary in the interest of the Corporation to make the appointment from outside the Corporation's staff, no person may be appointed as an Officer if he has not served as a Sub-Accountant at least for a period of two years.

10. *Other appointments.*—(1) Subject to the provisions of Regulation 9 all appointments shall be made as follows:—

(a) if the post to which the appointment is made is the lowest in the group to which it belongs, direct,

(b) in other cases by promotion;

provided that, in exceptional circumstances the Chairman may authorise the appointment of candidates possessing special qualifications to a grade higher than the lowest.

(2) Appointments to posts in Class IV may be made direct or by promotion as the Managing Director may deem fit.

11. *Certificate of health and good character.*—No person shall be appointed to the service of the Corporation, unless he has been certified by a qualified medical practitioner approved by the Corporation to be of sound constitution and medically fit, and produces a certificate acceptable to the competent authority that he bears a good moral character.

12. *Age.*—The age of a person at the time of his first appointment to the service of the Corporation shall not—

- (a) in all cases other than officers be less than 18 and more than 27 years if the candidate belongs to the Scheduled Castes, and
- (b) unless sanctioned by the Chairman, more than 22 years in other cases :

provided that in the case of appointment to the clerical grades the upper age limit shall be 30 years if the candidate belongs to the Scheduled Castes, and 25 years in other cases where the candidates are graduates of a recognised University.

13. *Appointments to be made on minimum pay of grade.*—All first appointments shall be made on the minimum pay of the grade to which the appointment is made, provided that the Chairman may authorise the grant of not more than four initial increments in the scale of pay fixed for the grade in which the appointment is made in the case of an employee—

- (a) who possesses good academic qualifications,
- (b) who was in the temporary employ of the Corporation prior to his appointment to one of the posts covered by these Regulations, or
- (c) who possesses special experience of value to the Corporation;

provided also that where the appointment in question is to be made in the Officers' grade the grant of initial increments shall be subject to the approval of the Board.

14. *Reappointment in the Corporation's service.*—(1) No person who has been dismissed or has otherwise ceased to be in the service of the Corporation may be re-employed without the specific sanction of, and on such terms and conditions as may be prescribed by the Chairman, subject, in the case of appointments to Class I, to the approval of the Board.

(2) Except as otherwise provided by the Chairman or the Board at the time of his re-employment, these Regulations shall apply to a person who is re-employed in the Corporation's service as if he had entered the service for the first time on the date of his re-employment.

15. *Commencement of service.*—(1) Except as otherwise provided by or under these Regulations, "service" of an employee shall be deemed to commence from the working day on which an employee reports for duty in an appointment covered by these Regulations at the place and time intimated to him by the appointing officer, provided that he reports before noon, otherwise his service shall commence from the next following working day.

*Explanation :* In the case of an employee transferred to the service of the Corporation from the service of the Reserve Bank of India, the Government of India or any State Government or any Central Land Mortgage Bank or Land Development Bank or any other institution, who elects and is permitted to serve under these Regulations, his "service" shall be deemed to commence from the date on which his service commenced under his former employer.

(2) *Definition of service.*—"Service" includes the period during which an employee is on duty as well as on leave duly authorised by a competent authority but does not include any period during which an employee is absent from duty without permission or overstay his leave unless specially permitted by a competent authority.

16. *Appointments to posts over which a lien is held.*—No employee shall be appointed substantively to a post on which another employee holds a lien.

#### SECTION 2—PROBATION

17. *Officers.*—An officer directly recruited to the Corporation's service shall be required to be on probation for a period which shall not be less than one year and more than three years as may be fixed by the Chairman at the time of his appointment.

18. *Other employees.*—Employees other than officers shall on their first appointment in the Corporation's service, be required to be on probation for six months.

19. *Discharge during probation.*—(1) During the first month of his probationary period an employee shall be liable to discharge at one day's notice and thereafter at one month's notice or by payment of substantive pay for one day or one month as the case may be in lieu thereof.

(2) Nothing in sub-regulation (1) shall apply to an officer recruited from the Corporation's staff, who if he fails to show satisfactory promise during the period of his probation, shall be liable to be reverted to his previous substantive grade without notice or pay in lieu thereof.

20. *Appointing authority's power to extend probationary period.*—The period of probation of an employee may be extended at the discretion of the appointing authority but in no case may this period exceed—

- (a) in the case of Officers—four years,
- (b) in the case of other employees—one year.

21. *Temporary service in lieu of probation.*—Where an employee has rendered continuous temporary service prior to his appointment in a permanent vacancy, the provisions of Regulations 17 and 18 regarding the period required to be spent on probation may be waived, at the discretion of the appointing authority, to the extent of the period of such temporary service.

#### SECTION 3—TERMINATION OF SERVICE

22. *Determination of service by notice.*—(1) An employee shall not leave or discontinue his service in the Corporation without first giving notice in writing of his intention to leave or discontinue the service. The period of notice required shall be—

- (a) three months in the case of an employee in Class I, and
- (b) one month in the case of an employee in any other class,

and shall be given to the Chairman in the case of an Officer and to the Managing Director in other cases and, in case of breach by an employee of the provisions of this sub-regulation, he shall be liable to pay to the Corporation as compensation a sum equal to his substantive pay for the period of notice required of him;

provided that the payment of such compensation may be waived by the Chairman or the Managing Director as the case may be at his discretion.

*Explanation 1 :* A notice given by an employee under this sub-regulation

- (i) shall be valid or deemed to be proper only if he remains on duty during the period of notice;
- (ii) cannot be withdrawn except with the permission of the competent authority.

*Explanation 2 :* An employee shall not be entitled to set off any leave earned or admissible and not availed of by him against the period of such notice.

(2) (i) The Corporation may determine the service of an employee (other than an employee who is on probation) on giving him

- (a) three months' notice or pay in lieu thereof if he is an employee in Class I, and
- (b) one month's notice or pay in lieu thereof if he is an employee in any other class.

(ii) The power to determine the service of an employee shall be exercised by the Chairman with the prior approval of the Board in the case of an officer and by the Managing Director with the prior approval of the Chairman in the case of other employees.

(iii) Nothing in sub-regulation (2) shall affect the right of the Corporation—

- (a) to retire or dismiss an employee without notice or pay in lieu thereof in accordance with the provisions of Regulations 23 and 44, and
- (b) to determine the service of an employee without notice or pay in lieu thereof on his being certified by the Corporation's Medical Officer to be permanently incapacitated for further continuous service in the Corporation.

*Explanation :* The expression 'month' used in this Regulation shall be reckoned according to the English calendar and shall commence from the day following that on which notice is given by the employee or the Corporation as the case may be.

23. *Superannuation and retirement.*—(i) An employee shall retire at fifty-eight years of age provided that the Corporation may at its discretion retire an employee at any time after he completes 50 years of age, or on completion of 30 years of service.

(ii) The power conferred by sub-regulation (i) to retire an employee on the completion of 50 years of age or 30 years of service shall be exercised by the Chairman with the prior approval of the Board in the case of officers and by the Managing Director, subject to such general or special instructions as may be issued by the Chairman in the case of other employees.

*Explanation 1 :* For the purpose of this Regulation service shall not include any period of service rendered by an employee before attaining the age of twenty-one years.

*Explanation 2 :* An employee may, after attaining the age of 55 years, voluntarily retire after giving 3 months notice to the Corporation. Ordinary leave due to an employee as on the date of his retirement will lapse, unless the same has been formally applied for and refused in writing in the interest of the Corporation.

*Explanation 3 :* An employee who has earned ordinary leave but not availed of it as on the date of retirement at the age of 58 years, shall not be permitted to avail of the leave so as to extend the period of service beyond 58 years of age. In other words, ordinary leave due to an employee as on the date of his retirement viz. the age of 58 years will lapse, unless the same has been formally applied for and refused in writing in the interest of the Corporation.

### CHAPTER III

#### RECORD OF SERVICE, SENIORITY AND PROMOTION

24. *Record of service.*—A record of service for the staff shall be maintained by the Corporation at its Office. The record shall be kept in such form and shall contain such information as may be prescribed by the Managing Director.

25. *Seniority.*—(a) An employee confirmed in the Corporation shall ordinarily rank for seniority in his grade according to his date of confirmation in the grade and an employee on probation according to the length of his probationary service.

(b) Where employees have been selected at the same time for appointment to the grade in which they are confirmed on the basis of any test or interview they will rank for seniority in the order of merit in which they are placed at such test or interview.

26. *Promotion.*—All appointments and promotions shall be made at the discretion of the Corporation and notwithstanding his seniority in a grade no employee shall have a right to be appointed or promoted to any particular post or grade.

27. *Reversion.*—(1) An employee transferred from one appointment to another or confirmed in a grade or appointment higher than his substantive grade or appointment, shall be liable to be reverted without notice at any time within one year of such transfer or confirmation.

(2) An employee who has been appointed to officiate in a higher grade or appointment, or whose confirmation in a higher grade or appointment is subject to his undergoing probation for any specified period or otherwise, shall be liable to be reverted without notice at any time, when he is so officiating or undergoing probation.

(3) Nothing in sub-regulations (1) and (2) shall affect the provisions of Regulation 44.

### CHAPTER IV

#### CONDUCT, DISCIPLINE AND APPEALS

##### SECTION I—CONDUCT AND DISCIPLINE

28. *Scope of an employee's service.*—Unless in any case it be otherwise distinctly provided, the whole time of an employee shall be at the disposal of the Corporation and he shall serve the Corporation in its business in such capacity and at such place as he may from time to time be directed.

29. *Liability to abide by the regulations and orders.*—Every employee of the Corporation shall conform to and abide by these Regulations and shall observe, comply with and obey all orders, directions or instructions which may from time to time be given to him by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

30. *Employees to promote the Corporation's interests.*—Every employee shall serve the Corporation honestly and faithfully and shall use his utmost endeavours to promote the interests of the Corporation, and shall show courtesy and attention in all transactions and intercourse with the officers of Government, Reserve Bank of India and the Corporation's constituents.

31. *Prohibition against participation in politics and standing for elections.*—No employee shall take an active part in politics or in any political demonstration, or stand for election as member for a Municipal Council, District Board or any Legislative Body.

32. *Contributions to the press.*—(a) No employee may contribute to the press without the prior sanction of the competent authority or without such sanction make public or publish any document, paper, or information which may come into his possession in his official capacity.

(b) No employee shall, except with the previous sanction of the competent authority, participate in a radio-broadcast or contribute any article or write any letter either anonymously or in his own name or in the name of any other person to any newspaper or any other periodical or publication.

(c) No employee shall in any radio-broadcast or in any communication to the press or in any public utterance make any statement of fact or opinion which has the effect of :—

- (i) an adverse criticism of any current or recent policy or action of the Corporation;
- (ii) disparaging the Corporation or its Management or bringing the same into disrepute.

33. *Employees not to seek outside employment.*—No employee shall accept, solicit, or seek any outside employment or office, whether stipendiary or honorary, without the previous sanction of the competent authority.

34. *Part-time work for outside bodies.*—No employee shall undertake part-time work for a private or public body or a private person, or accept fee therefor, without the sanction of the competent authority which shall grant sanction only in exceptional cases when it is satisfied that the work can be undertaken without detriment to his official duties and responsibilities. The competent authority may, in cases in which it thinks fit to grant such sanction, stipulate that any fees received by the employee for undertaking the work shall be paid, in whole or in part, to the Corporation.

35. *Employees not to be absent from duty without permission or be late in attendance.*—(1) An employee shall not absent himself from his duties without having first obtained the permission of the competent authority, nor shall he absent himself in case of sickness or accident without submitting a sufficient medical certificate :

provided that in the case of temporary indisposition the production of a medical certificate may, at the absolute discretion of the competent authority, be dispensed with.

(2) An employee who absents himself from duty without leave or overstays his leave except under circumstances beyond his control for which he must tender a satisfactory explanation, shall not be entitled to draw any pay and allowances during such absence or overstay, and shall further be liable to such disciplinary measures as the competent authority may impose. The period of such absence or overstay may, if not followed by termination of services under Regulation 22 or dismissal under Regulation 44, be treated as period spent on ordinary, sick, special or extraordinary leave, as the competent authority may determine.

(3) An employee who is habitually late in attendance shall, in addition to such other penalty as the competent authority may deem fit to impose, have one day of casual leave forfeited for every three days he is late in a month. Where such an employee has no casual leave due to him, the period of leave to be so forfeited may be treated as ordinary or extraordinary leave as the competent authority may determine.

36. *Absence from station.*—An employee in Class I and an employee in any other class if so required by the competent authority, must not absent himself from his station overnight without obtaining previous sanction from the Chairman if he himself holds the post of Managing Director and from the Managing Director in other cases.

37. *Acceptance of gifts.*—An employee shall not solicit or accept any gift from a constituent of the Corporation or from any subordinate employee.

38. *Private trading.*—No employee shall engage in any commercial business or pursuit either on his own account or as agent for others, nor act as an agent for Life Insurance Corporation of India, or an Insurance Company, nor shall he be connected with the formation or management of a joint stock company.

39. *Speculating in stocks, shares, etc.*—An employee shall not speculate in stocks, shares, securities or commodities of any description :

provided that nothing in this regulation shall be deemed to prohibit an employee from making a *bona fide* investment of his own funds in such manner as he may wish.

40. *Acquisition and disposal of movable and immovable property.*—No employee in Classes I and II (whether temporary or officiating) shall, except without giving previous information to the competent authority acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise, either in his own name or in the name of any member of his family, including any relative ordinarily residing with or dependent on him :

provided that any such transaction conducted either directly by the employee or otherwise than through a regular or reputed dealer shall require the previous sanction of the competent authority.

Any such employee who enters into any transaction concerning any movable property exceeding two thousand five hundred rupees in value, whether by way of purchase, sale or otherwise, shall forthwith report such transaction to the competent authority within a week thereof together with full details such as the property involved, source of funds, the nature of the transaction and the parties to the transaction :

provided that no employee shall enter into any such transaction except with or through a regular or reputed dealer or agent or with the previous sanction of the competent authority.

*Explanation :* For the purposes of this sub-regulation the expression "movable property" includes *inter alia* the following property namely :—

- (a) jewellery, shares, securities and debentures;
- (b) loans advanced by such an employee whether secured or not;
- (c) motor cars, motor cycles, horses, or any other means of conveyance; and
- (d) refrigerator, radios and radiograms.

Every employee in Classes I and II (temporary or officiating) shall on his first appointment in the Corporation's service and within the first week of January in each year submit a return in such form as the Chairman may prescribe in this behalf, showing the particulars of all immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any other person.

The Chairman may at any time, by general or special order, require any employee to submit, within a period specified in the order a full and complete statement of such movable or immovable property held or acquired by him or by any member of his family as may be specified in the order. Such statement shall, if so required by the competent authority, include details of the means by which, or the source from which, such property was acquired.

41. *Restrictions on borrowing and investments.*—(1) An employee shall not borrow money from or in any way place himself under a pecuniary obligation to a broker or an employee of the Corporation subordinate to him or any firm or persons having dealings with the Corporation.

(2) No employee shall make nor permit any member of his family to make any investment likely to embarrass or influence him in the discharge of his official duties.

*Explanation :* For the purpose of this sub-regulation the word 'family' includes any relative ordinarily residing with or dependent on an employee.

42. *Employees in debt.*—(1) An employee shall so manage his affairs as to avoid habitual indebtedness or insolvency.

(2) An employee who is in debt shall furnish to the competent authority a signed statement of his position half-yearly on the 30th June and 31st December, and shall indicate in the Statement the steps he is taking to rectify his position. An employee who makes a false statement under this Regulation or who fails to submit the prescribed statement or appears unable to liquidate his debts within a reasonable time or applies for the protection of an insolvency court shall be liable to dismissal.

*Explanation 1 :* For the purpose of this Regulation an employee shall be deemed to be in debt if his total liabilities exclusive of those which are fully secured exceed his substantive pay for six months.

*Explanation 2 :* An employee shall be deemed to be unable to liquidate his debts within a reasonable time if it appears having regard to his personal resources and unavoidable current expenses that he will not cease to be in debt within a period of two years.

43. *Employees arrested for debt or on criminal charge.*—

(1) An employee who is arrested for debt or on a criminal charge or is detained in pursuance of any process of law, may, if so directed by the competent authority, be considered as being or having been under suspension from the date of his arrest, or, as the case may be, of his detention, up to such date or during such other period, as the competent authority may direct. In respect of the period in regard to which he is so treated, he shall be allowed the payment admissible to an employee under suspension under sub-regulation (4) of Regulation 44.

(2) Any payment made to an employee under sub-regulation (1) shall be subject to adjustment of his pay and allowances which shall be made according to the circumstances of the case and in the light of the decision as to whether such period is to be accounted for as a period of duty or leave :

Provided that full pay and allowances will be admissible only if the employee—

- (a) is treated as on duty during such period; and
- (b) is acquitted of all blame or satisfies the competent authority, in the case of his release from detention or of his detention being set aside by a competent court, that he had not been guilty of improper conduct resulting in his detention.

(3) An employee shall be liable to dismissal or to any of the other penalties referred to in Regulation 44 if he is committed to prison for debt or is convicted of an offence which in the opinion of the competent authority either involves gross moral turpitude or has a bearing on any of the affairs of the Corporation or on the discharge by the employee of his duties in the Corporation, the opinion in this respect of the competent authority shall be conclusive and binding on the employee. Such dismissal or other penalty may be imposed as from the date of his committal to prison or conviction and nothing in Regulation 44 shall apply to such imposition.

(4) Where an employee has been dismissed in pursuance of sub-regulation (3) and the relative conviction is set aside by a higher court and the employee is honourably acquitted, he will be reinstated in service.

*Explanation :* In this Regulation committal or conviction shall mean committal or conviction by the lowest court or any appellate court.

(5) Where the absence of an employee from duty without leave or his overstaying is due to his having been arrested for debt or on a criminal charge or to his having been detained in pursuance of any process of law, the provisions of Regulation 35 shall also apply, and for the purposes of that Regulation as so applied, the employee shall be treated as having absented himself without leave or, as the case may be, overstayed, otherwise than under circumstances beyond his control.



44. *Penalties.*—(1) Without prejudice to the provisions of other Regulations, an employee who commits a breach of the Regulations of the Corporation, or who displays negligence, inefficiency or indolence, or who knowingly does anything detrimental to the interests of the Corporation or in conflict with its instructions, or who commits a breach of discipline or is guilty of any other act of misconduct, shall be liable to one or more of the following penalties :—

- (a) reprimand or censure;
- (b) cancellation, reduction, delay or stoppage of increment or promotion;
- (c) degradation to a lower post or grade or to a lower stage in his incremental scale;
- (d) recovery from pay and allowances of the whole or part of any pecuniary loss caused to the Corporation by the employee;
- (e) dismissal.

(2) No employee shall be subjected to any of the penalties (b), (c), (d) or (e) of sub-regulation (1) above except by an order in writing signed by the Chairman in the case of an officer, or the Managing Director in the case of other employees and no such order shall be passed without the charge or charges being formulated in writing and given to the said employee so that he shall have reasonable opportunity to answer them in writing or in person, as he prefers, and in the latter case his defence shall be taken down in writing and read to him :

Provided that the requirements of this sub-regulation may be waived if the facts on the basis of which action is to be taken have been established in a court of law or Court Martial or where the employee has absconded or where it is for any other reasons impracticable to communicate with him or where there is difficulty in observing them and the requirements can be waived without injustice to the employee. In every case where all or any of the requirements of this sub-regulation are waived, the reasons for so doing shall be recorded in writing.

(3) The inquiry under this regulation and the procedure with the exception of the final order, may be delegated by the Chairman, in case the employee against whom proceedings are taken is an officer, to the Managing Director and, in the cases of other employees, to any officer in Class I.

(4) An employee may be placed under suspension by the officer empowered to pass the final order under this regulation. During such suspension, he shall receive subsistence allowance equal to his substantive pay, provided that if no penalty under clauses (b), (c), (d) or (e) of sub-regulation (2) is imposed, the employee shall be refunded the difference between his substantive pay and the emoluments which he would have received but for such suspension, for the period he was under suspension, and that, if a penalty is imposed on him under the said clauses, no order shall be passed which shall have the effect of compelling him to refund such subsistence allowance. The period during which an employee is under suspension shall, if he is not dismissed from the service, be treated as period spent on duty or leave as the officer who passes the final order may direct.

#### SECTION 2—APPEALS

45. *Right to appeal.*—An employee shall have a right of appeal against any order passed by a superior authority which injuriously affects his interests.

46. *Appellate authorities.*—An appeal shall lie—

- (a) in the case of an officer—to the Board,
- (b) in the case of other employees—to the Chairman.

47. *Conditions which an appeal should satisfy.*—Every appeal shall comply with the following requirements :—

- (a) it shall be written in English or if not written in English be accompanied by a translated copy in English and shall in either case be signed,
- (b) it shall be couched in polite and respectful language and shall be free from unnecessary padding or superfluous verbiage,
- (c) it shall contain all material statements and arguments relied on and shall be complete in itself,
- (d) it shall specify the relief desired,
- (e) it shall be submitted through the proper channel.

48. *When appeals may be withheld.*—An appeal may be withheld by the competent authority if—

- (a) it does not comply with the requirements of Regulation 47,
- (b) it is illegible or is unintelligible,
- (c) it deals with a matter which does not concern the employee personally,
- (d) it repeats an appeal already rejected by the authority to whom the appeal is addressed and does not, in the opinion of the competent authority, disclose any new points or circumstances which afford grounds for reconsideration,
- (e) it is not preferred within six months of the date of the order against which the appeal is made and no reasonable cause is shown for the delay, or
- (f) it is addressed to an authority to which no appeal lies under these Regulations.

49. *Grounds for withholding the appeal to be communicated to the appellant.*—In every case in which an appeal is withheld the competent authority shall inform the appellant the fact of withholding the appeal and the reasons for withholding it.

50. *Appeal must be forwarded to the appellate authority with due despatch.*—An appeal which is not withheld under Regulation 48 shall be forwarded to the appellate authority with the comments of the competent authority as soon as possible.

51. *No appeal lies against order withholding appeal.*—No appeal shall lie against the withholding of an appeal by a competent authority.

52. *Appeals not to be addressed to Directors.*—Appeals shall not be addressed to the Directors of the Board personally and any such action shall be deemed a breach of discipline.

53. *Joint petitions.*—The provisions of Regulations 47 to 52 shall also apply to the extent they are relevant to petitions which concern more than one employee and are preferred jointly by a class or group of employees or by an association or union of employees recognised by the Corporation. A joint petition shall not be entertained if—

- (a) it relates to a subject on which the Managing Director is competent to pass orders and no application for redress has been made to him,
- (b) it relates to a matter regarding the redress of which a specific procedure has been prescribed under any rule or instruction issued by the Corporation, or
- (c) it relates to an individual and is not submitted by him.

#### CHAPTER V

#### PAY, ALLOWANCES AND OTHER CONCESSIONS

##### SECTION 1—PAY AND ALLOWANCES

54. *When accrue and payable.*—Subject to the provisions of these Regulations, pay and allowances shall accrue from the commencement of the service of an employee, and shall become payable on the afternoon of the last working day of each month in respect of the service performed during the said month.

55. *When not payable for part of a month.*—Pay and allowances shall not be payable for a part of a month to an employee who leaves or discontinues his service without due notice during a month unless such notice has been waived by a competent authority.

56. *When cease.*—Pay and allowances shall cease to accrue as soon as an employee ceases to be in service. In the case of an employee dismissed from the Corporation's service, the pay and allowances shall cease from the date of his dismissal. In the case of an employee who dies while in service, they shall cease from the day following that on which the death occurs.

57. *All employees to be graded.*—Every employee shall have a post in one of the grades referred to in Section 1 of Appendix I which will be considered as his substantive grade and to which he shall revert when he is not :

- (a) under suspension
- (b) on leave or deputation, or
- (c) holding a temporary post or officiating in another grade.

58. *Adjustment of pay and allowances on change of charge, when takes effect.*—An employee shall commence to draw the pay and allowances of a post to which he is appointed as from the date on which he assumes the duties of the post if the charge is transferred before noon of that date and from the following working day if the charge is transferred in the afternoon of that date.

59. *Two persons not to be appointed to a post at the same time.*—Except as otherwise provided in these Regulations, no two persons may be appointed to, or draw the pay and allowances of, a post at the same time.

60. *Employees on transfer.*—Where an employee is transferred from one post to another, he shall, during any interval of duty between the date of his handing over charge of the old post and the date of his taking over charge of the new post, draw the pay and allowances of the old or the new post, whichever are less.

61. *Admissibility of allowances.*—Allowances shall only be payable to employees who are actually at the time fulfilling the conditions subject to which they are admissible.

62. *Overtime allowance.*—(1) Notwithstanding the fact that the whole time of an employee is at the disposal of the Corporation, the Corporation may grant overtime allowance, not counting as pay, to an employee who is required to work on Sundays or holidays or to put in extra hours on week days in connection with the Corporation's work.

(2) The rate at, and the circumstances in, which such allowance may be drawn shall be as set out in section 8 of Appendix II.

63. *Increments.*—(1) In an incremental scale, the increment shall accrue on the completion of each specified period of service on each stage of that scale, whether such service be probationary, officiating or substantive.

Acting service in a higher grade will count for increments in an employee's substantive grade as well as in the higher grade in which he is acting and if there is an intermediate grade between the two in which he would have officiated had he not been appointed to officiate in the higher grade, also in the intermediate grade, but the period during which an employee is on leave without pay will not count for increment unless so authorised by a competent authority for reasons to be recorded in writing. Sanction to draw increments will be given by the Chairman in the case of Officers, and by the Managing Director in the case of other employees.

(2) If an employee officiating in a higher grade proceeds on ordinary leave, such period of the leave up to a maximum of four months in the case of staff other than officers and six months in the case of officers, at each time as is certified by the competent authority to be the period for which the employee would have continued to officiate in the higher grade but for his proceeding on leave, shall count for purposes of increment in the same way as active service in the higher grade.

(3) No increment may be withheld except as a disciplinary measure under Regulation 44 and each order withholding an increment shall state the period for which it is withheld and whether the postponement shall have the effect of postponing future increments :

Provided that if in an incremental scale there is an efficiency bar, an employee shall not draw increments above that bar until he has been certified fit to do so by the Chairman in the case of Officers, and by the Managing Director in other cases. On each occasion on which an employee is allowed to pass an efficiency bar which has previously been enforced against him, he shall be placed in the incremental scale at such stage as the authority competent to remove the bar may fix provided that such stage shall not be higher than that at which he would draw his pay if the bar had not been enforced against him and further that no increments granted on the removal of a bar shall have a retrospective effect.

64. *Premature increments.*—The Chairman may, in exceptional circumstances, and subject to such general or special instructions as may be issued by the Board, grant premature increments to an employee provided that the grant of such premature increments to an officer shall require the approval of the Board in each case.

65. *Refixation of pay on promotion—Class I and II.*—On promotion from one grade to another, in the case of Classes I & II, the substantive pay of an employee shall

be initially fixed at the stage in the new scale which is next above the substantive pay in the old scale.

66. *Officiating Pay—Class III and IV.*—In cases of promotion from one grade to another, other than from Clerk Grade II to Clerk Grade I in which case the employee will be granted a special pay of Rs. 12, the substantive pay of the employee shall be initially fixed in the time scale of the higher post at the stage next above the pay notionally arrived at by increasing the actual pay drawn by him in the lower post by one increment at the stage at which such pay is drawn; where an employee was immediately before his promotion or appointment to a higher post, drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage in that time scale next above such maximum in the lower post. An employee who is appointed to officiate in a higher grade shall, during the period of officiation draw an officiating pay, which shall be the same as that which he would have drawn had he been permanently appointed in the post in which he officiates provided the duration of officiation is for a period exceeding 15 days.

An employee who is appointed to officiate in a higher grade shall, so long as he shall hold such a grade, draw an officiating pay equal to the difference between his substantive pay in the old scale and the stage in the scale of pay of the post in which he is appointed, which is next above his substantive pay in the old scale, provided that when the promotion is of a temporary nature and the circumstances of the promotion so justify, the Chairman may fix the pay of an employee at an amount less than that admissible under his Regulation.

67. *Refixation of pay on transfer from one scale of pay to another.*—(a) When an employee is transferred from one scale of pay to another and such transfer does not involve the assumption of duties or responsibilities of greater importance, his initial pay on the new scale shall be at a stage which is equal to his substantive pay in the old scale, or if there is no such stage in the new scale, the stage next below that pay plus personal pay equal to the difference, such personal pay to be drawn until such time as it is absorbed by subsequent increments in the new scale.

(b) Where an employee is prevented from officiating in a post in a higher grade for reasons other than his inefficiency or unsuitability or his being on leave or his forgoing officiating promotion on his own volition, he may be permitted to draw the pay and allowances applicable to such higher grade on each occasion on which, due to exigencies of service, the employee immediately junior to him in his cadre and group, or if that employee has been passed over by reason of his inefficiency or unsuitability or his being on leave or his forgoing officiating promotion on his own volition, then the employee next junior to him not so passed over, is appointed to officiate in, and draws the pay and allowances of, such higher grade in a vacancy of not less than six months' duration.

68. *Application of Appendices I to VII.*—Except as otherwise provided in these Regulations or as may be added or altered by the Board, the pay and allowances, etc. of an employee shall be regulated in accordance with the provisions of Appendices I to VII.

## SECTION 2—OTHER CONCESSIONS

69. *Leave and retirement fare concessions.*—The leave and retirement fare concessions shall be admissible to the staff in accordance with the provisions of Appendix IV.

70. *Grant of honoraria, special pay, or other concessions.*—(1) The terms and conditions under which an honorarium or special pay may be granted to an employee of the Corporation for passing the examination held by the Institute of Bankers will be as set out in Appendix V.

(2) No concessions the grant of which is not covered by these Regulations may be given except with the special sanction of the Board.

71. *Domicile.*—(1) For purposes of the concessions granted under Appendix IV every employee shall on his appointment declare his domicile in writing to the Managing Director on Form B of Regulation 104 and if such domicile is not his place of birth, he must establish the same to the satisfaction of the appropriate authority.



(2) No employee who has once indicated his domicile, shall be allowed to alter the same unless he satisfies the Managing Director that the change is *bona fide*, and in no case may an employee be permitted to change his domicile in such a manner as to increase the cost to the Corporation of any such concession.

## CHAPTER VI

### LEAVE AND JOINING TIME

#### SECTION I—GENERAL RULES RELATING TO LEAVE

72. *Kinds of leave.*—Subject to the provisions of these Regulations, the following kinds of leave may be granted to an employee :

- (a) Casual leave.
- (b) Ordinary leave.
- (c) Sick leave.
- (d) Special leave.
- (e) Extraordinary leave.
- (f) Maternity leave.

73. *Authorities empowered to grant leave.*—The power to grant leave shall vest in the Chairman in the case of Officers and, subject to such general or special directions as may be issued by him, in the Managing Director in the case of other employees and, except as provided in these Regulations or in any directions issued by the Chairman, all applications for leave shall be addressed to the authority empowered to grant leave.

74. *Power to refuse leave or recall an employee on leave.*—Leave cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it, and an employee already on leave may be recalled by that authority when it considers this necessary in the interests of the service.

75. *Lapse of leave on cessation of service.*—Leave earned by an employee lapses on the date on which he ceases to be in service.

76. *Earlier return from leave.*—Unless he is permitted to do so by the authority which granted his leave, an employee on leave may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

77. *Commencement and termination of leave.*—(1) The first day of an employee's leave is the working day succeeding that upon which he makes over charge.

(2) The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.

78. *Obligation to furnish leave address.*—An employee shall, before proceeding on leave, intimate to the competent authority his address while on leave, and shall keep the said authority informed of any change in the address previously furnished.

79. *Station to which an employee should report on return.*—An employee on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last stationed.

80. *When medical certificate of fitness may be demanded.*—A competent authority may require an employee who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.

81. *Leave not admissible to an employee under suspension.*—Leave may not be granted to an employee under suspension or against whom proceedings are pending under Chapter IV of these Regulations.

#### SECTION 2—ORDINARY LEAVE

82. *When applications should be submitted.*—(1) In the case of Officers, applications for ordinary leave required during the half year ending the 30th June shall be submitted on or before the 30th September of the preceding year and for ordinary leave required during the half year ending the 31st December on or before the 31st March of that year. In other cases, applications for ordinary leave shall ordinarily be submitted at least one month before the date from which leave is required.

(2) Applications which do not satisfy the requirements of sub-regulation (1) may be refused without reason being stated.

83. *Scale on which ordinary leave is earned.*—(1) The amount of ordinary leave earned shall be one-eleventh part of duty.

(2) In calculating ordinary leave earned by an employee an account shall first be taken of the complete periods of eleven months during which an employee has been on duty since the date of his last return from leave and the employee allowed credit in his leave account for one month for each period of eleven months of duty as shall be admissible to him under sub-regulation (1); thereafter an account shall be taken of any balance of the period of duty left over and the employee shall be credited with one day for every eleven days of duty rendered by him.

Fractions of a day of earned leave shall be taken as a full day, if amounting to half a day or more and shall be ignored if amounting to less than half a day.

84. *Ordinary leave due.*—The ordinary leave due to an employee is the period which he has earned diminished by the period of leave actually taken.

85. *Limits up to which ordinary leave may be earned or taken.*—The period of ordinary leave, which can be taken at any one time is four months in the case of employees other than officers and six months in the case of officers, and no further ordinary leave can be earned by an employee. Provided that if, at least three months before the date on which an employee shall have earned leave for the maximum period, he has formally applied for leave and the leave has been refused or he has ascertained in writing that leave, if applied for, will not be granted, such an employee may be permitted to earn leave in excess of the maximum aforesaid, up to the date specified by the authority competent to grant leave.

86. *Pay during ordinary leave.*—An employee on ordinary leave shall draw a leave pay equal to his average pay.

#### SECTION 3—CASUAL, SICK, SPECIAL, EXTRAORDINARY AND MATERNITY LEAVE

87. *Casual leave.*—(1) Casual leave may be granted up to a maximum of fifteen days in each calendar year by the Chairman in the case of Managing Director and by the Managing Director in the case of other employees, provided that not more than seven days may be taken continuously, that the state of work permits and that no appointment is required to replace the employee on leave and provided that public holidays may not be combined with such leave in such a way as to increase the absence at any one time beyond ten days but if extended beyond these limits shall be treated as ordinary leave in respect of the entire period. Casual leave may not be granted in combination with any other kind of leave.

(2) Notwithstanding anything contained in sub-regulation (1), the Chairman may

(a) authorise the appointment of a substitute for an employee on casual leave when no leave reserve has been allowed for the category of staff to which the employee belongs and a substitute is necessary to carry out the duties of the post during absence, however short, of the employee;

(b) permit the grant of casual leave without being subject to all or any of the limitations laid down in sub-Regulation (1).

(i) When the absence from duty is necessitated by orders not to attend office in consequence of infectious disease in the family or household of an employee;

(ii) When the absence is necessitated by reason of an employee having to attend as a delegate to a meeting of an Association recognised by the Corporation;

(iii) When the absence is necessitated by reason of an employee who is a member of the Auxiliary Force, India, Home Guards, A.R.P. or other Civil Defence Organisation or any other official organisation of a similar nature having to attend an annual camp or be on training; or

(iv) When there are other exceptional circumstances necessitating the grant of casual leave in excess of the prescribed limits :

Provided that the total period of casual leave granted to an employee in any one calendar year shall in no case exceed 30 days, and if the grant of casual leave under this sub-regulation shall result in the total period being extended beyond 30 days, any period of absence in excess of 30 days shall be treated, subject to the provisions of

sub-section (2) of Regulation 88 as ordinary, sick, special or extraordinary leave, as the employee concerned may request.

*Explanation :* In computing casual leave, intervening public holidays shall not be reckoned as days of casual leave.

88. *Sick and Special leave, limit up to which may be granted.*—(1) During the full period of his service an employee may be granted special leave on private affairs, for a period not exceeding 12 months and sick leave on medical certificate for a period not exceeding 18 months, and the Board may grant additional sick leave, if, considered advisable in the Corporation's interest, in special cases. Special leave may not be availed of if ordinary leave is admissible.

(2) In case an employee is absent from duty on account of quarantine, the Corporation may, at the request of the employee, treat such absence up to a maximum of three months as ordinary, sick or special leave if such leave is otherwise permissible. Special leave under this sub-regulation may be availed of even if ordinary leave is admissible.

89. *When grant requires sanction of a higher authority.*—The grant of sick or special leave to an employee other than an Officer who has already exhausted sick or special leave, as the case may be, proportionate to his length of service and the grant of special leave to undertake a special course of study shall require the sanction of the Managing Director.

90. *Pay during sick and special leave.*—Sick and special leave shall be on half average pay, which shall be reduced, except with the special sanction of the Board, to one quarter of average pay after twelve months in the case of sick leave and six months in the case of special leave :

Provided that where an employee has served the Corporation for at least a period of five years after confirmation he may, if he so requests, be permitted to avail himself of sick leave on average pay up to a maximum period of six months during the full period of his service, such leave on average pay being entered as twice the amount of leave taken in his sick leave account.

91. *Extraordinary leave.*—(1) Extraordinary leave may be granted to an employee when no ordinary leave is due to him and when, having regard to his length of service, sick or special leave is not considered justified by the competent authority. Except in exceptional circumstances, the duration of extraordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of an employee's service.

(2) A competent authority may grant extraordinary leave in combination with, or in continuation of leave of any other kind other than casual leave, admissible to the employee, and may commute retrospectively periods of absence without leave into extraordinary leave.

(3) No pay and allowances are admissible during the period of extraordinary leave and the period spent on such leave shall not count for increments :

Provided that, in cases where the sanctioning authority is satisfied that the leave was taken on account of illness or for any other cause beyond the employee's control, it may direct that the period of extraordinary leave may count for increments.

92. *Maternity leave.*—(1) Maternity leave which shall be on average pay may be granted to a female employee of the Corporation for a period not exceeding three months on any one occasion and twelve months during the entire period of an employee's service.

(2) A competent authority may grant leave of any other kind admissible to the employee in combination with, or in continuation of maternity leave if the request for its grant is supported by sufficient medical certificate.

#### SECTION 4—TEMPORARY STAFF—LEAVE

93. The staff and the Officers employed temporarily will be eligible for the facilities of all types of leave mentioned in Regulations 72 to 92 with the following modifications :

(1) *Casual leave.*—Casual leave may be granted up to a maximum of 15 days in a calendar year only after completion of 6 months service.

(2) *Ordinary leave.*—The amount of ordinary leave that will be earned by temporary staff with less than 1 year's service will be calculated at 1/22nd part of their active

service for the first year, thereafter they shall earn leave at 1/11th part of active service on the same terms and conditions as are admissible to permanent employees.

(3) *Sick leave.*—Sick leave on medical certificates may be granted to temporary staff at 1/22nd part of active service, and when leave due to an employee under this regulation amounts to 2 months, he shall not earn any further leave. The sick leave under this regulation will be granted only on half average pay.

(4) *Extraordinary leave.*—Extraordinary leave may be granted to an employee on the same terms and conditions as are applicable to permanent staff subject to the conditions that the total amount of such leave that may be granted to an employee during his entire temporary service shall not exceed 3 months in all.

(5) *Special leave.*—No special leave will be admissible to the temporary staff.

(6) *Maternity leave.*—Female employees having a minimum of 1 year's continuous temporary service will be granted maternity leave in the same manner as laid down in the case of permanent staff.

#### SECTION 5—JOINING TIME

94. *When may be granted.*—(1) Joining time may be granted to an employee to enable him—

(a) to join a new post to which he is appointed while on duty in his old post; or

(b) to join a new post on return from leave of not more than 4 months' duration or, although the duration of leave exceeds four months, the employee has not had sufficient notice of his appointment to the new post.

(2) Joining time shall not be granted when no change in the headquarters of an employee is involved.

95. *Pay and allowances during joining time.*—The pay and allowances of an employee on joining time shall be determined in accordance with Regulation 60.

96. *Period for which admissible.*—Joining time which may be allowed to an employee shall not exceed seven days, exclusive of the number of days spent on travelling.

97. *How calculated.*—In calculating joining time admissible to an employee, the day on which he is relieved from his old post shall be excluded but public holidays following the day of his relief shall be included in the joining time.

98. *Overstayal after joining time.*—An employee who does not join his post within the joining time allowed to him shall be deemed to have committed a breach of Regulation 35.

#### CHAPTER VII

##### MEDICAL ATTENDANCE

99. *Ordinary medical attendance provided by the Corporation.*—Ordinary medical attendance shall be provided by the Corporation for its employees. Fees not included in ordinary medical attendance may be paid by the Corporation only in exceptional circumstances. The various facilities available for medical treatment to the officers and the other staff when necessary arrangements in this regard are made, shall be as set out in Appendix VI.

#### CHAPTER VIII

##### FOREIGN SERVICE

100. *Deputation of employees to join military service.*—The terms and conditions subject to which an employee may be permitted to join military service shall be as set out in Appendix VII.

101. *Deputation of employees to other services.*—(1) Without prejudice to the provisions of Regulation 100 no employee of the Corporation may be deputed to serve under any other employer without the approval of the Chairman who shall determine the duration of such deputation and the terms and conditions on which the deputation shall take effect :

provided that no employee may be transferred to foreign service against his will.

(2) Where the services of an employee of the Corporation are placed at the disposal of a foreign employer, it shall be a condition of the deputation that the foreign

employer shall, during the period of such deputation, bear the entire cost of the services of the employee including the following, viz :

- (a) pay during joining time,
- (b) travelling allowances payable to the employee to enable him to join his appointment under the foreign employer and to return to his appointment in the Corporation on the termination of his deputation,
- (c) leave earned during the period of deputation,
- (d) the employer's contributions to the employee's account in the Corporation's Provident Fund, and
- (e) if the employee is entitled to pension under the Corporation, an amount, as may be determined by the Chairman, sufficient to cover the Corporation's liability towards the pension for the period the employee is on deputation.

In addition, the foreign employer may also be required to make a contribution towards any gratuity or other sum for which the employee may become eligible on his retirement, on such scale as may be fixed by the Chairman.

### CHAPTER IX MISCELLANEOUS

102. *Obligation to subscribe to the Provident and Guarantee Funds.*—Unless otherwise directed by the Board or the Chairman, every employee required to do so by the Regulations of the relative Fund shall become a member of the Agricultural Refinance Corporation Employees' Provident Fund and also of the Agricultural Refinance Corporation Employees' Co-operative Guarantee Fund and Pension Fund if and when they are started and shall agree to be bound by the Regulations of those Funds.

103. *Obligation to subscribe to insurance scheme or fund instituted by the Corporation.*—It shall be incumbent on every employee bound by these Regulations to subscribe to any insurance scheme or any fund that may be instituted by the Corporation for the benefit of its employees and their families, and to be bound by the rules of the said scheme or fund :

Provided that nothing contained in this regulation shall serve to curtail any superannuation benefits which may otherwise be admissible to an employee :

Provided further that nothing contained in this regulation shall require an employee to subscribe to the said scheme or fund if he is exempted from so doing under the rules of the said scheme or fund.

104. *Declarations to be signed by the employees.*—(1) Every employee to whom these Regulations apply, or who exercises, his option to come under them shall subscribe to declarations in Forms A and B below :

#### FORM A

#### DECLARATION TO BE BOUND BY THE STAFF REGULATIONS

Place.....

Date.....

I hereby declare that I have read and understood the Agricultural Refinance Corporation (Staff) Regulations, 1964, and I hereby subscribe and agree to be bound by the said Regulations.

Name in full.....

Nature of appointment.....

Date of appointment.....

Signature.....

Witness.....

Date.....

#### FORM B

#### DECLARATION OF DOMICILE

Place.....

Date.....

I, the undersigned, having been appointed to the service of the Agricultural Refinance Corporation, hereby declare (Place) in (District) as my place of domicile.

2 The above is my place of birth.

or

The above is not my place of birth, but has been declared as my place of domicile for the reasons given below .

.....  
.....  
.....  
.....

(Name)

\*Note :—Strike out whichever is not applicable.

#### APPENDIX I

#### PAY

##### Section 1—Pay Scales

1 The Scales of pay for employees in Class I shall be as follows.—

(a) Managing Director	Rs 1,925—100—2,325
(b) (i) Secretary (ii) Chief Accountant	Rs 1,275—75—1,575
(c) (i) Deputy Secretary (ii) Administrative Officer (iii) Deputy Chief Accountant	Rs 430—430—55—815—EB—55—925—60—1,045 (Plus special pay of Rs 100)
(d) (i) Assistant Secretary (ii) Accounts Officer	Rs 470—430—55—815—EB—55—925—60—1,045.

2. The Scales of pay for other categories of employees shall be as follows:—

##### Class II

(a) Sub-Accountant	Rs 375—20—535—25—560—EB—25—660—30—720.
(b) Personal Assistant	Rs. 435—27—651—29—680.

##### Class III

(a) Economic Assistant	Rs. 255—15—270—16—398—21—419—EB—21—482—22—570.
(b) Clerk Grade I	Rs. 155—5—165—8—181—10—211—EB—10—221—12—305—15—365—EB—15—380—20—420 Plus special pay of Rs 12 per month.
(c) Clerk Grade II	Rs. 155—5—165—8—181—10—211—EB—10—221—12—305—15—365—EB—15—380—20—420.
(d) Stenographer Grade I	Rs. 285—18—303—20—443—EB—20—463—22—485.
(e) Stenographer Grade II	Rs 185—12—269—EB—20—429—21—450
(f) Typist	Rs 165—8—181—10—211—EB—10—221—12—269—15—299—EB—16—395—17—412—18—430.
(g) Telephone Operator	Rs. 155—5—165—8—181—10—211—EB—10—221—12—305—15—350—EB—20—390.

##### Class IV

(a) Dafftry	Rs 110—3—140.
(b) Gestetner Operator	Rs 120—3—150.
(c) Jamadar	Rs 110—3—140.
(d) Peon	Rs. 100—2—124—1—130.
(e) Driver	Rs 125—5—160.
(f) Farash	Rs. 100—2—124—1—130.
(g) Watchman	Rs. 100—2—124—1—130.

#### SECTION 2—PERSONAL PAY

*Who may grant Personal Pay.*—The grant of personal pay in circumstances referred in Regulation 3(j)(1) and up to Rs. 50 in any other case shall be at the discretion of the Chairman. In other cases personal pay may only be granted with the previous sanction of the Board.

SECTION 3—FAMILY ALLOWANCE

11. *Definition.*—In this section a “child” means
- (a) a legitimate son or daughter,
  - (b) an adopted child, provided the adoption is recognised by the personal law of the claimant,
- who is ordinarily residing with an employee and is dependent on him.
12. *When family allowance not admissible.*—No family allowance shall be admissible—

- (a) to an employee in Classes I and II
- (b) to an employee in Classes III and IV unless he has been in the service of the Corporation for a period of 5 years.

*Explanation :* For the purpose of this paragraph “service” includes continuous temporary service rendered by an employee prior to confirmation.

13. *Scale of allowance.*—Subject to the provisions of paragraph 12, family allowance shall be admissible to the employees in Class III at the rate of Rs. 10 per month per child up to a maximum of Rs. 30 per month provided that where during any period the rates at which the pay and family allowance are admissible to an employee together exceed Rs. 650, the amount of family allowance payable to him will be reduced so as to bring the total down to Rs. 650. The family allowance shall be admissible to employees in Class IV at the rate of Rs. 7.50 per mensem per child up to a maximum of Rs. 22.50 per mensem.

14. An employee in support of his claim to family allowance shall complete an application in the form attached to this section, and shall furnish such further evidence in support of his claim as may be prescribed by the Managing Director. An application completed by the employee in terms of this paragraph shall be attested by two employees of the Corporation.

15. It shall be the duty of every employee in receipt of a family allowance to inform the Corporation as soon as he ceases to be entitled to draw the allowance which has been sanctioned to him, and any employee who makes a false statement to draw a family allowance or who continues to draw a family allowance after he has ceased to be entitled thereto or who draws the allowance in excess of the amount to which he is entitled, shall be guilty of misconduct under Staff Regulation 44.

AGRICULTURAL REFINANCE CORPORATION

FAMILY ALLOWANCE APPLICATION FORM

(To be completed by the claimant)

Serial No.	Name of the legitimate child	Whether son or daughter	Date of birth	Where born	Amount of family allowance claimed
1	2	3	4	5	6
1.					
2.					
3					

Total—

N.B. In the case of an adopted child, the date of adoption and the period the adopted child has been staying with the employee should also be indicated.

I hereby declare that the information furnished above is correct and that the child/children referred to above is/are ordinarily residing with, and is are dependent on, me. I further certify that I am not already drawing family allowance in respect of the child/children referred to above.

2. I undertake to inform the Corporation as soon as I cease to be entitled to draw the family allowance or any part thereof.

Name in full.....  
Appointment.....  
Date of Appointment.....  
Signature.....  
Date.....

We hereby certify that the information furnished above by Shri/Smt. .... is, to the best of our knowledge, correct in all particulars.

1. Signature of the 1st attesting employee.....  
.....  
Appointment.....  
Date.....
2. Signature of the 2nd attesting employee.....  
Appointment.....  
Date.....

(To be completed by the Corporation)

1. Amount of family allowance drawn at present Rs.....
2. Amount of family allowance now admissible Rs.....
- Total Rs.....  
Sanctioned Rs.....

Sub-Accountant Administrative Managing Director  
(Administration) Officer

APPENDIX II  
COMPENSATORY ALLOWANCE

SECTION 1—GENERAL

1. *Kinds of compensatory allowances.*—(i) The following kinds of compensatory allowances shall be granted in accordance with the provisions of this Appendix :—

- (a) Special allowance
- (b) Deputation allowance
- (c) Dearness allowance
- (d) Local allowance
- (e) Travelling allowance
- (f) Halting allowance
- (g) Overtime allowance

(ii) The grant of a compensatory allowance not mentioned in sub-paragraph (i) shall require the specific sanction of the Board in each case if the amount exceeds Rs. 50 per mensem and of the Chairman if the amount does not exceed Rs. 50 per mensem.

SECTION 2—SPECIAL ALLOWANCE

2. *To whom admissible.*—(i) The Secretary of the Corporation shall draw special allowance of Rs. 100 per month so long as he holds this post.

SECTION 3—DEPUTATION ALLOWANCE

3. *When admissible.*—An employee who is transferred from one station to another for a temporary period, when the duration of such transfer is anticipated to be longer than one month but not longer than six months, may be granted a deputation allowance at the rates provided in this section. Unless specially authorised by the Chairman deputation allowance may not be drawn for a period longer than six months or during leave.

4. The deputation allowance that may be granted to an employee in terms of Regulation 3 above shall be as follows :—

- (a) Officers .. .. . Rs. 200 p.m.
- (b) Class II Staff .. .. . Rs. 125 p.m.
- (c) Class III Staff .. .. . Rs. 100 p.m.
- (d) Class IV Staff .. .. . Rs. 20 p.m.

SECTION 4—DEARNESS ALLOWANCE

5. *Terms of the grant to be prescribed by the Board.*—The basis for calculations of dearness allowance will be as subject to such conditions as indicated in the Statement No. I.

6. *Dearness allowance.*—A dearness allowance may be drawn during leave, not being extraordinary leave, provided that the duration of the leave does not exceed six months. If the leave taken exceeds six months the allowance shall cease after leave for six months has been availed of.

SECTION 5—LOCAL PAY

7. *Rates of allowance.*—In addition to any other pay or allowance to which he may be entitled, an employee in Class I or II for so long as he shall serve in Bombay or any other place as may be decided by the Board from time to time shall draw local pay at the rate of 10% of pay.

8. *Local pay during leave.*—(1) Local pay may be drawn during leave not being leave preparatory to retirement, provided that—

- (i) the duration of leave does not exceed six months;
  - (ii) the employee proceeding on leave is not on transfer to another station at which he will not be entitled to a local pay.
- (2) If leave taken exceeds 6 months local pay shall cease after leave for 6 months has been availed of.

#### SECTION 6—TRAVELLING ALLOWANCE

9. *Definitions.*— In this section—

(a) “fares” shall mean, in cases where the steamer company has two rates of fare, one inclusive and other exclusive of diet, fares without diet and shall include the cost actually incurred of reserving accommodation;

(b) “personal belongings” shall include only clothes and such other necessary articles as are required while on tour and not motor cars, motor cycles, carriages or heavy furniture;

(c) “personal property” shall include motor cars, motor cycles, carriages and furniture but an officer on temporary transfer shall be entitled to charge for such items only to such extent as the Managing Director may consider reasonable;

(d) “transfer” shall mean the movement of an employee from the station in which he is employed to another station for a period of not less than one month, either (i) to take up the duties of a new post; or (ii) in consequence of a change of the headquarters;

(e) “senior officer” shall mean an officer drawing pay in a grade the minimum pay of which is Rs. 1,275 per mensem

10. *Employees on transfer.*—An employee transferred from one station to another shall be reimbursed his travelling expenses on the following basis :—

(a) *if in Class I*

- (i) one first class fare by rail or steamer for himself and further first class fares for his family, if taken, plus in the case of a senior officer, the cost of supplementary fares for himself and his family, if paid, for air-conditioned accommodation and an additional fare of 9 paise per kilometre for self;
- (ii) third class fares by rail or steamer for a maximum of two servants, if taken;
- (iii) the cost actually incurred in transferring his personal property up to a maximum of 22.50 quintals at goods rate in the case of a married officer or a senior officer and 15 quintals at goods rate in other cases;
- (iv) the actual cost of packing and crating his personal property, road conveyances and mazdoor hire up to a reasonable extent; and in addition;
- (v) in the case of a senior officer the actual cost incurred in transporting his motor car and one third class fare for a driver, if taken. In other cases, transport of a motor car at the Corporation's expense unless taken as part of an employee's personal property, will only be sanctioned by the Chairman in exceptional cases, where he considers that a car is necessary to the officer for the proper performance of his duties.

(b) *If an employee in Class II and III*

- (i) one first class fare by rail for himself and further 1st class fares for his family, if taken and an additional fare of 5 paise per kilometre for self;
- (ii) third class fare by rail or steamer for one servant, if taken;
- (iii) the cost actually incurred in transferring his personal property up to a maximum of 11.25 quintals at goods rate in the case of a married employee and 7.50 quintals at goods rate in other cases;
- (iv) the actual cost of packing and crating his personal property, road conveyance and mazdoor hire, up to a reasonable extent.

(c) *if an employee in Class IV*

- (i) one third class fares by rail or steamer for himself and further third class fares for his family, if taken, and an additional fare of 2 paise per kilometre for self;
- (ii) the cost actually incurred in transferring his personal property up to a maximum of 3.75 quintals at goods rate in the case of a married employee and 2 quintals in other cases;
- (iii) actual expenses incurred on cartage, ghari and mazdoor hire up to a reasonable extent.

NOTE 1 :—When, for any reason, the family of an employee does not travel with him but within a reasonable time before or after the date of his transfer, an employee may draw the further fares and the cost of transporting luggage payable for the family, but the prior sanction of the Managing Director shall be required if the family travels three months before or six months after the date on which the employee commences his journey.

NOTE 2 :—If the family travels from a place other than that from which the employee is transferred, an employee may draw the actual travelling expenses incurred by the family to join the employee at the new station but the sum total of such expenses shall not exceed the travelling allowance which would have been admissible to the employee were the employee's family stationed at the place whence the employee was transferred.

NOTE 3 :—If the family of an employee, in consequence of his transfer, travels to a station other than that to which the employee is transferred, an employee may draw travelling expenses for his family but subject to the condition that the amount so drawn shall not exceed the travelling allowance which would have been admissible to the employee had the family proceeded to the station to which the employee was transferred.

NOTE 4 :—If an employee carries his personal property by passenger, instead of by goods train he may draw the actual expenditure incurred by him on transport not exceeding, in each case, the maximum amount admissible to him for the transport of personal property by goods train under this paragraph.

11. *Employees on tour.*—An employee travelling on inspection or other duty shall be reimbursed his travelling expenses on the following basis :

(a) *if an employee in Class I*

- (i) one first class fare for himself by rail or steamer, plus in the case of a senior officer the cost of one supplementary fare for air-conditioned accommodation, if availed of;
- (ii) one third class fare by rail or steamer for his servant, if taken;
- (iii) the actual cost, if any, of freight on his personal belongings; and
- (iv) the actual cartage, transport and mazdoor hire up to a reasonable extent.

(b) *if an employee in Class II and III*

- (i) one first class fare for himself by rail or steamer;
- (ii) one third class fare by rail or steamer for his servant, if taken;
- (iii) the actual cost, if any, of freight on his personal belongings; and
- (iv) the actual cartage, transport and mazdoor hire up to a reasonable extent.

(c) *if an employee in Class IV*

- (i) one third class fare for himself by rail or steamer;
- (ii) the actual cost, if any, of freight on his personal belongings; and
- (iii) the actual cartage, transport and mazdoor hire up to a reasonable extent.

The conveyance charges payable to the employees will be as given in Statement No. II.

12. *Employees transferred while on tour.*—An employee who is transferred while on tour and proceeds to the new station without returning to the old, shall draw unless he is permitted to return to his old station—

- (i) travelling allowance as on tour under paragraph 11 for his journey up to the new station; and
- (ii) all the concessions admissible to him under paragraph 10, except that he shall be entitled to draw only one fare for himself by rail or steamer and if he has availed himself of the fare for the servant an adjustment shall also be made for the servant's fare already availed of.

13. *Employees transferred while in transit.*—An employee appointed to a new post while in transit from one station to another is entitled to draw travelling allowance for so much of the journey as he has already accomplished when he receives the fresh orders as well as for the journey undertaken from the place at which he receives the fresh orders to his new station as on transfer under paragraph 10.

14. *Employees transferred while on leave.*—An employee—

- (a) who proceeds on leave while he is under orders of transfer, or
- (b) who is transferred while on leave is entitled to travelling allowance under paragraph 10 provided that in the case of an employee who avails himself of leave, the fares admissible for self and family, with the exception of the extra fare admissible for self, shall only be drawn if the employee and his family return to his old station before proceeding to the new station.

15. *Employees summoned to give evidence in Court of Law.*—An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to travelling allowances under paragraph 11 but in every such case in which an employee draws an allowance from the Corporation under this paragraph any payments made by the Court to meet his travelling expenses shall be credited to the Corporation.

16. *Travelling allowance not admissible on termination of service.*—Except as otherwise provided in Appendix IV no person is entitled to any travelling allowance from the Corporation for a journey undertaken on retirement, resignation or dismissal from the Corporation's service, or unless the Chairman otherwise directs in any particular case on the termination of his service under Regulation 22.

17. *Route by which travelling allowance is admissible.*—Travelling allowance is admitted on the basis of a journey by the shortest route, that is to say, the route by which an employee can reach his destination in the shortest possible time by the ordinary modes of travelling. Travelling allowance by a route costlier than the shortest may not be admitted even though the employee actually travels by that route, but if an employee travels by a route, which is not the shortest but is cheaper than the shortest, his travelling expenses shall be calculated on the route actually used.

18. *Journeys by air.*—An employee may, if he so desires, undertake the journey by air, but except in the case of senior officers unless journey by air is sanctioned by the Managing Director in the interest of the service, he may only draw the travelling allowance to which he would have been entitled if he had travelled by land or water, as the case may be.

19. *Concessional fares.*—Where concessional return fares, whether ordinary, week-end, or seasonal, are allowed by Railways, Steamship or Airways companies, an employee travelling on duty otherwise than on transfer will, whenever possible, avail himself of the concessional fares, and in the event of his so doing, he shall be entitled to claim from the Corporation the actual cost of the fares and not the cost of single fares.

20. *Obligation to travel by the class of accommodation for which travelling allowance is admissible.*—An employee must travel by the class of accommodation for which travelling allowance is admissible to him and if he shall travel in a lower class he shall be entitled to the fare of the accommodation actually used plus the

extra fare admissible for the journey of the class by which he is entitled to travel.

21. *Travelling allowances admissible with reference to grade of the appointment to which an employee is transferred.*—An employee on transfer shall draw travelling allowance with reference to the grade of the appointment to which he is transferred.

22. *Not admissible to join first appointment.*—Except with the sanction of the Chairman no travelling allowance may be paid to a person to join his first appointment in the Corporation.

23. *Employees using their own conveyances.*—An employee who travels on duty in a conveyance owned by him may be reimbursed his travelling expenses on the basis and in the manner laid down in this Appendix as if the journey had been performed by one of the ordinary modes of transport.

24. *Employees travelling in a conveyance supplied by the Corporation.*—An employee who travels in a conveyance supplied by the Corporation will have the travelling allowance to which he is entitled reduced by the amount of the fare or fares which, but for such free transit, he would have paid.

25. *Journeys not provided in this Appendix.*—For any journeys undertaken by an employee for which no provision is made in this Appendix, he shall draw travelling allowance on such scale as may be determined by the Chairman who may also authorise the payment of travelling allowance at rates higher than those provided in this Appendix when circumstances are such that but for the exercise of this discretion the employee will be out of pocket. The reasons for which travelling allowance is sanctioned at a higher rate under this paragraph shall in each case be recorded in writing.

26. *Advance to meet travelling expenses.*—An employee who is required to travel on the Corporation's business may draw an advance to meet his travelling expenses.

27. *Bills to be submitted for approval.*—(i) All travelling allowance bills must be submitted to the Managing Director for verification and approval before being passed for payment and where a claim is preferred for freight on excess luggage or transport of car, be supported by a receipt from the Railway or Steamship Company. The bills shall be submitted in such form as the Managing Director may direct.

(ii) The travelling allowance bills of the Managing Director will be passed for payment by the Chairman.

#### SECTION 7—HALTING ALLOWANCE

28. *Definition.*—"Halting allowance" is a payment made to an employee in addition to other emoluments for any day during which an employee is absent from headquarters on duty and is intended to cover the ordinary daily expenses incurred by him in consequence of such absence.

29. *To whom admissible.*—Halting allowance may be granted:—

(a) to an employee on transfer from one station to another who is detained *en route* for the period of such detention;

(b) to an employee who is temporarily moved from his headquarters under any other circumstances;

(c) to an officer transferred to a station where a house or residential quarters are provided by the Corporation during the period of taking over charge if the house or rent free quarters are not made available to him:

Provided that, unless specially sanctioned by the Board no halting allowance shall be payable to an employee in receipt of a deputation allowance.

30. *Period for which halting allowance may be granted.*—The maximum period for which halting allowance may be drawn shall not exceed one month at any one time:

Provided that in special circumstances the limit of one month may be extended at the discretion of the Chairman on such conditions as he thinks fit if he is satisfied—

(i) that prolonged absence from headquarters is necessary in the interests of the service; and

(ii) the grant of halting allowance for a further period is essential to avoid hardship to the employee.



31. *Halting allowance during casual leave or holidays.*—Halting allowance may be drawn for holiday occurring during a tour but no halting allowance shall be admissible during casual leave unless the leave is necessitated by illness.

32. *Employees summoned to give evidence in Court.*—An employee who is summoned to give evidence in a Court of Law in respect of any facts which have come to his knowledge in the discharge of his duties, shall be entitled to a halting allowance under paragraph 33 of this section but in all such cases any subsistence allowance paid by the court shall be credited to the Corporation.

33. *Rates of halting allowance.*—The halting allowance shall be paid at the following rates :—

(a) *employees in Class I*

(i) if drawing pay of more than Rs. 1,150 per mensem—Rs. 20 per day\*

(ii) if drawing pay of Rs. 1,150 per mensem or less—Rs. 15 per day\*

(b) (i) Employees in Class II and those in Class III drawing pay of Rs. 300 per mensem or more—Rs. 8 per day.

(ii) Other employees in Class III—Rs. 6 per day.

(c) Employees in Class IV—Rs. 2.50 paise per day.

\*The following classification shall be made in the payment of halting allowance to the officers.

*Category (i)* (a) Capital of States; (b) Hill Stations; and (c) all places not included in (a) and (b) which have a population of 3 lakhs or more.

*Category (ii)* All other places. For places in category (i) the rates of halting allowances mentioned above will apply. For places in category (ii) Officers having pay of more than Rs. 1,150 per mensem shall be paid halting allowance at Rs. 16 per diem (instead of Rs. 20) and those drawing pay of Rs. 1,150 or less per mensem shall be paid at Rs. 12 per diem (instead of Rs. 15). The halting allowance at the reduced rate mentioned against category (ii) will be paid on the following basis. While halting allowance for the journey period from the permanent headquarters to the temporary headquarters in a place in category (ii) will be paid at the full rate, that for the period of absence from the temporary headquarters for a certain portion of the day on tour in the surrounding areas for inspecting/visiting banks, societies, etc. will be allowed at the reduced rate.

*Payment of Halting Allowance at enhanced rates.*—Employees visiting Calcutta and New Delhi on duty will be paid enhanced halting allowance as under for the actual periods of their halts at these centres :

Categories	Enhancement in normal rate of halting allowance allowed
1. Sub-Accountants, Personal Assistants	Rs. 2.00 per diem.
2. Class III employees	Rs. 2.00 per diem.
3. Class IV employees	Rs. 1.00 per diem

34. The Chairman may authorise the payment of halting allowance at a rate higher than that admissible under paragraph 33 but this discretion should not be exercised unless, on proof being furnished, he is satisfied that the grant of halting allowance at a higher rate is essential to avoid hardship to the employee.

35. An employee may draw an advance to cover the expenses of his halt up to the amount admissible to him as halting allowance.

36. *Bills to be submitted for approval.*—(i) All halting allowance bills must be submitted to the Managing Director for verification and approval before being passed for payment and shall be drawn up in such form as the Managing Director may direct.

(ii) The halting allowance bills of the Managing Director shall be passed for payment by the Chairman.

37. *Definition of 'Day'.*—For the purpose of this section a 'day' shall mean each period of 24 hours or any part thereof reckoned from the time the employee leaves his headquarters, provided that the duration of absence from headquarters covers at least one night.

## SECTION 8—OVERTIME ALLOWANCE

No overtime allowance will be admissible to Class I and II employees (excepting Personal Assistant). However, when they are required to attend office on Sundays and holidays or early or remain in office until a late hour on other days to deal with special items of work after obtaining the permission of the Managing Director, they may be reimbursed a sum of Rs. 3 for expenditure on tea, lunch, etc. and actual conveyance charges on the basis laid down in the Statement II to Appendix II.

*Class III and Class IV and Personal Assistant.*—For the purpose of calculating the amount payable for overtime work to the above categories of staff every month shall be deemed to consist of 150 working hours so that the emoluments payable per hour will be deemed to be 1/150th of the monthly pay, the expression pay to include basic pay, special pay, if any, officiating pay, if any, and dearness allowance and it will be paid at 1½ times the hourly pay calculated on the basis indicated above. Overtime allowance will be reckoned in blocks of one half hours work done for less than half an hour but done for a period of 15 minutes or more being deemed to be work done for one full half hour, the work done for less than 15 minutes being ignored. As regards Class III staff no overtime allowance will be paid for the cushioning period for 1st half hour beyond the normal working hours, if work does not extend beyond the cushioning period but if the work extends beyond the cushioning period and the employee actually works during the cushioning period, overtime allowance will be paid for the cushioning period. In the case of Personal Assistant the maximum overtime allowance permissible on any particular day will, however, not exceed Rs. 20 and Rs. 200 per mensem.

### STATEMENT NO. I

*Dearness Allowance.*—The rate at which dearness allowance will be admissible to the employees of the Corporation.

#### Class I

*Senior Officers.*—Drawing salary in the scale starting from Rs. 1,275.....Nil.

*Other Officers.*—(a) 20% up to basic pay of Rs. 500, (b) where basic pay exceeds Rs. 500, 16-2/3% subject to a maximum of Rs. 125 with a proviso that the basic pay plus dearness allowance should not exceed Rs. 1,250. *Class II* (excluding Personal Assistant)

20% of pay with a maximum of Rs. 100 p.m.

#### Class III, IV and Personal Assistant

Dearness allowance will be calculated and paid at a rate of 3% of pay i.e. (i) basic pay, (ii) special pay if any, (iii) officiating pay if any for every rise of 4 points above hundred in the quarterly average of the All India Average Working Class Consumer Price Index (General base 1949=100) and in case of Class IV the dearness allowance will be paid at 4% of the pay as defined above for every rise of 4 points above 100 in the quarterly average of the All India Average Working Class Consumer Price Index.

### STATEMENT NO. II

*Staff—Payment of Conveyance Charges.*—The conveyance charges while on tour and at the headquarters will be paid on the following basis :

1. *Conveyance charges to and from the Airport/Railway/Bus Station when proceeding on/returning from tour:*

*Staff—Classes I to III* At the rate of 40 Paise per kilometre or part thereof subject to the minimum of 60 Paise and maximum of Rs. 6/- plus actual luggage charges, if any, paid to taxi driver upto a maximum of 15 Paise for every package. The distance from the residence to the station and the number of packages carried should invariably be stated in the travelling allowance bill.

#### Staff—Class IV

At the rate of 20 Paise per kilometre, or part thereof, subject to a maximum of Rs. 3.00 or, actual ekka/tonga charges, or suburban train fare where suburban trains are available, upto a reasonable extent, subject to a maximum of Rs. 3.00. The distance from the residence to the station and the number of packages carried should invariably be stated in the travelling allowance bill.

## II. Daily Conveyance Charges from residence to place of work and back while on tour outside the headquarters:

<i>Officers drawing</i> (Basic pay Rs 1,275)	Where conveyance is not provided, actual charges for using taxi and/or other modes of conveyance up to a maximum of Rs. 10.00 per diem.
<i>Other Officers</i>	Expenses for the actual distance covered at the rate of 20 Paise per kilometre, or part thereof, subject to a maximum of Rs. 4.00 per diem.
<i>Staff—Classes II and III</i>	Expenses for the actual distance covered at the rate of 10 Paise per kilometre, or part thereof, subject to a maximum of Rs. 2.00 per diem.
<i>Staff—Class IV</i>	Expenses for the actual distance covered at the rate of 10 Paise per kilometre, or part thereof, subject to a maximum of Rs. 1.20 per diem.

NOTE.—In all cases the name of the locality where the residence is situated and the distance from place of work should be stated in the bill.

## III. Conveyance charges from office to place of work and back at headquarters:

<i>Officers</i> (Basic pay Rs. 1,275)	Where conveyance is not provided, the actual expenditure incurred on taxi hire.
<i>Other Officers</i>	Actual baby taxi hire or auto-rickshaw charges (where the latter service is more freely available.)
<i>Other Staff</i>	Actual bus fare except where valuable documents are carried.

When two or more persons are to go to the same place of work, every endeavour should be made to share the same transport in the interest of economy.

### APPENDIX III

#### HOUSE ALLOWANCE

1. *Definitions.*—In this Appendix, unless there is anything repugnant in the subject or context,

(a) an 'officer' includes an employee who is, for the time being, appointed to officiate in an officer's post;

(b) 'leave' does not include leave preparatory to retirement.

2. *Rate of allowance.*—Subject to the conditions mentioned in paragraph 3, an officer shall draw a house allowance at the rate of fifteen per cent of pay with a minimum of Rs. 60 and a maximum of Rs. 300 per mensem.

3. *When not admissible.*—No house allowance shall be admissible if an officer is in receipt of halting allowance in accordance with Clause (c) of paragraph 29 of Appendix II.

4. *When admissible during leave.*—(i) The allowance may be drawn during leave provided that the duration of the leave does not exceed six months, and prior to his departure on leave he furnishes a certificate that he will continue to retain the residential accommodation occupied by him. The certificate may be waived by the Corporation when the period of leave is less than 2 months.

(ii) If the leave taken exceeds 6 months the house allowance shall cease after leave for 6 months has been availed of.

(iii) An employee who is in receipt of house allowance by virtue of his officiating appointment may draw house allowance during leave only if the Managing Director certifies that he will be posted to an officer's post on his return from leave.

5. *How calculated when payable for part of a month.*—An officer who is eligible for house allowance only for a part of a month shall draw house allowance for the period admissible calculated on the basis of the house allowance that would have been drawn by him had he continued to serve for the full month.

6. *Exceptions.*—(i) The Chairman may—

(a) grant house allowance in excess of the rates laid down in paragraph 2 of this Appendix to meet special cases of hardship when an officer on temporary or permanent transfer has due to the circumstances of his transfer, to pay rent both at the place from which he has been transferred and the place to which he is transferred;

(b) grant house allowance at the prescribed rates to an officer posted to an appointment to which is attached a house or residential quarters provided by the Corporation when the house or quarters are not available to him due to being under repairs or the temporary nature of his appointment;

(c) grant house allowance at the prescribed rates to employees other than officers who are transferred from one station to another and who, but for the grant of house allowance, will be out of pocket as a result of their transfer.

(ii) In every case where house allowance is sanctioned in exercise of the discretion conferred by sub-paragraph (i) the grant of the allowance shall be so regulated that it shall not be a source of profit to the recipient.

(iii) House rent allowance admissible to other employees of the Corporation in Class II, III and IV shall be at the rates given below and it will also be subject to other provisions applicable to Class I staff.

#### Class II

(With the exception of Personal Assistant)

15% of pay with a maximum of Rs. 90

#### Class III and Personal Assistant

10% of the pay plus special pay and officiating pay, if any with maximum as follows

Pay Range	Maximum amount per month Rs.
(i) Up to Rs. 475 .. .. .	25
(ii) Above Rs. 475 but not more than Rs. 575 ..	30
(iii) Above Rs. 575 but not more than Rs. 675 ..	35
(iv) Rs. 675 .. .. .	40

#### Class IV

At the flat rate of Rs. 10 per month.

### APPENDIX IV

#### LEAVE AND RETIREMENT FARE CONCESSIONS

1. *Leave fare concessions.*—(1) An employee proceeding on leave other than casual leave, extraordinary leave or leave preparatory to retirement, shall be entitled to receive from the Corporation—

(a) the cost of one return fare for himself and for each member of his family by rail, road, and/or steamer by the class of accommodation to which he is entitled or a lower class by which he and his family actually travel from the place whence he proceeds on leave to his place of domicile, or to any other place in India, and

(b) where the place visited is not accessible by rail or steamer, also the cost of conveyance from the nearest road or railway link to such place;

provided that :—

(i) the employee has completed one year's service, other than temporary service,

(ii) the period of leave availed of is not less than one month,

(iii) the total number of fares payable in respect of the family shall not exceed four full fares on each occasion, and

(iv) the employee certifies that he and his family actually performed the journey and incurred the expenditure in question, and

(v) where the employee visits a place other than his place of domicile, the concession will be available to any place in India only up to 1,208 kilometres.

*Explanation :* For purposes of this paragraph the class of accommodation to which an employee is entitled shall be, in the case of an employee

in Class I (Senior Officers)—Air-Conditioned Class if available or First Class,

in Class I (Junior Officers)—First Class,

in Class II—First Class,

in Class III—Second Class,

in Class IV—Third Class,

(2) The concession shall be admissible once in every three years and shall not ordinarily be carried forward except with the special sanction of the Managing Director.

(3) If the leave applied for by an employee be refused in writing by the competent authority in the interests of the Corporation, the family of the employee shall be eligible to avail of the concession.

(4) The class of accommodation to which an employee is entitled shall be the class to which he is entitled just before the journey is undertaken. An employee and his family may travel in a class higher or lower than to which he is entitled, in the former case he shall receive only the cost of the fare of the class to which he is entitled and in the latter case the class in which he and his family actually travelled.

(5) The concession shall be limited to the cost of the return fare by the shortest route between the headquarters and the place visited by the employee.

(6) The concession referred to in this Appendix may be paid in the form of cash or Railway/Steamer ticket or warrants at the option of the Corporation.

2. *Concession in case of leave preparatory to retirement.*—An employee (other than an Officer) proceeding on leave preparatory to retirement shall be entitled to receive from the Corporation—

(a) one single fare for himself and for each member of his family, subject to a maximum of four full fares, by rail, road and/or steamer by the class of accommodation to which he is entitled under the explanation to paragraph 1(1) above on the date of his proceeding on leave preparatory to retirement, or a lower class by which he and his family actually travel from the place whence he proceeds on leave preparatory to retirement to his place of domicile; and

(b) where the place of domicile is not accessible by rail or steamer, also cost of conveyance from the nearest road or railway link to his place of domicile;

provided :—

(i) the employee has not availed himself of the concession under paragraph 1 above during the three years immediately preceding the date on which he proceeds on leave preparatory to retirement,

(ii) the employee certifies that he and his family actually performed the journey and incurred the expenditure in question; and

(iii) the employee proceeds to his place of domicile within four months from the day on which he proceeds on leave preparatory to retirement.

3. An Officer retiring from the Corporation's service shall be entitled to receive from the Corporation the undernoted concessions :—

(a) fares by rail/or steamer for himself and for each member of his family by the class of accommodation to which he is entitled under the Explanation to paragraph 1 (1) above from the place whence he proceeds on retirement to his place of domicile;

(b) where the place of domicile is not accessible by rail or steamer, also cost of conveyance from the nearest road or railway link to his place of domicile;

(c) the cost actually incurred in transferring personal property as provided for in the case of transfer of employees under sub-paragraph 10 (a) (iii) or 10 (b) (iii) of Appendix II as the case may be; and

(d) the actual cost of packing and crating his personal property road conveyances and mazdoor hire up to a reasonable extent :

Provided that he certifies that he and his family actually performed that journey and incurred the expenditure in question;

Provided further that the concessions shall be admissible only if the officer proceeds to his place of domicile within six months of his last day of duty in the Corporation.

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4. *Bills to be submitted for audit before payment.*—(1) All claims for leave fare and/or retirement fare concessions shall be submitted in the case of officers and other staff to the Managing Director for verification and approval before they are passed for payment. The Managing Director shall prescribe the form in which all such claims shall be submitted.

(2) The claims of the Managing Director for leave and retirement fare concessions shall be passed for payment by the Chairman.

#### APPENDIX V

#### HONORARIA/SPECIAL PAY FOR PASSING INSTITUTE OF BANKERS EXAMINATION

1. In this Appendix unless it is repugnant to the subject or context—

(a) "date of completion" means the first day of the month succeeding that in which the results of the examination are officially announced or recorded;

(b) "employee" does not include any employee in Class I;

(c) "examination" means the Associate Examination held by an Institute; and

(d) "Institute" means the Indian Institute of Bankers or the English Institute of Bankers or the Scottish Institute of Bankers or any other similar institution recognised by the Corporation in this behalf.

2. The scale for grant of special pay and honorarium to the staff of the Corporation for completing the Associate Examination of an Institute is as follows :—

#### Honorarium :

##### 1. Class II

(i) For completing part I of examination .. .. . Rs. 200

(ii) For completing part II of examination .. .. . Rs. 400

##### 2. Class III

(i) For completing part I of examination .. .. . Special pay of Rs. 5 p.m. or honorarium of Rs. 200 at the option of the employee.

(ii) For completing part II of examination .. .. . Special pay of Rs. 10 p.m. or honorarium of Rs. 400 at the option of the employee.

3. Special honorarium of Rs. 100 each is also admissible for passing optional subjects of "Co-operation" and "Industrial Finance" to employees in Classes II and III.

#### APPENDIX VI

#### MEDICAL FACILITIES

Medical Facilities as detailed below will be available to the full time employees of the Corporation.

##### SECTION I—CLASS I STAFF

1. *Ordinary Medical Attention.*—Free medical facilities will be provided to officers at the Corporation's dispensary. Medicines, drugs etc. will be supplied to them from the dispensary of the Medical Officer of the Corporation free of cost. In the case of special drugs or injections prescribed by the Corporation's Medical Officer which are not available in the dispensary, the employee may purchase them separately and claim reimbursement from the Corporation.

2. (i) *General treatment at the residence-Officer.*—(a) If the treatment is taken from the Corporation's Medical Officer, the visiting charges of the Corporation's Medical Officer, will be reimbursable by the Corporation in full.

(b) If the treatment is taken from a qualified medical practitioner, other than the Corporation's Medical Officer, the reimbursement in respect of visiting charges will be to the extent of 75%, the remaining 25% of the charges being borne by the officer himself.

(ii) *General treatment at the residence-Officer's family.*—(a) If the treatment is taken from the Corporation's Medical Officer, 25% of the visiting charges will be borne by the officer.

(b) If the treatment is taken from a Doctor other than the Corporation's Medical Officer, 33-1/3% of the visiting charges will be borne by the Officer.

(iii) *General Treatment at the Residence—Officer and his family*—(a) The cost of drugs and injections prescribed by the Corporation's Medical Officer (or other attending qualified physician) both in the case of an officer and his family members, will be reimbursable in full by the Corporation.

(b) The cost of ordinary medicines, such as, mixtures, made-up-powders, etc. will not be reimbursable in either case, but it will be open to an officer to obtain them free of charge from the Corporation's dispensary both for himself and his family members.

(c) Cost of tonics, vitamin tablets/injections when administered for curative purposes will be allowed but items of food, tonics having more food value than medicinal value, disinfectants and other similar prescriptions will not be admissible.

(d) Charges for pathological/radiological investigations which may be prescribed by the Corporation's Medical Officer (or other attending qualified Physician) both for an officer and his family members will be reimbursable in full by the Corporation.

All such bills will, however, be scrutinised by the Corporation's Medical Officer from the point of view of the reasonableness as well as the need for the treatment having regard to the nature of the ailment. Prior consultation of the Corporation's Medical Officer for treatment by another qualified physician will not, however, be insisted upon. So far as the visiting charges are concerned, these should be reasonable.

3 *Consultation with specialists*.—Consultation with specialists, wherever considered essential by the attending physician, may also be allowed both in the case of an officer himself and his family members. Charges for such consultations would be reimbursable in full, if the consultation takes place in the consulting room of the Specialist. In exceptional circumstances, where the attending physician certifies in writing that the removal of a patient to a hospital, or to the consulting room of a Specialist, was dangerous or injurious to life, consultation at the residence may be allowed. In such cases, the visiting charges of the Specialist will be reimbursable in full in the case of the officer himself and in the case of his family members to the extent of 66 2/3%, the remaining 33-1/3% of the visiting charges being borne by the Officer himself.

Except in emergent cases and where prior consultation with the Corporation's Medical Officer, for any reason, is not possible all consultations with Specialists will be subject to prior approval by the Corporation's Medical Officer. In cases where prior approval of the Corporation's Medical Officer is not obtained, he should be informed of the full particulars of the case soon after the consultation has taken place.

4 *Hospitalisation*—(i) Except in emergent cases and where prior consultation with the Corporation's Medical Officer, for any reason, is not possible, an Officer or his family member may, with the prior approval of the Corporation's Medical Officer, be admitted for treatment in a private hospital or a nursing home. In the former case, the Corporation's Medical Officer should be informed of the full particulars of the case as soon as possible after the patient has been admitted.

(ii) The Corporation will reimburse in full the charges incurred by an Officer in respect of his own treatment or of his family members in the hospital/nursing home.

(iii) No fixed ceiling will be applicable but the charges will be reimbursed according to the status of an Officer.

(iv) Air-conditioned accommodation in nursing homes and hospitals will not, however be allowed, except under special circumstances when considered absolutely essential.

5 *Special Nursing Charges*—The charges for engaging special nurses will be reimbursed as under :

(a) Special nurses should be engaged for the minimum period necessary, only when their services are considered essential by the Medical Superintendent of a hospital/nursing home where the treatment is taken. Prior approval of the Corporation's Medical Officer should be taken in all such cases before a special nurse is engaged. For this purpose, a certificate from the hospital/nursing home authorities as in the enclosed form A or in such other form as may be laid down from time to time should be produced by the Officer. The Corporation's Medical

Officer will record thereon the number of days for which the employment of a special nurse has been authorized by him and will pass on the certificate to the office. If, for any reason, it is not possible for an officer to obtain the prior permission of the Corporation's Medical Officer, his approval should be obtained immediately after the special nurse has been engaged.

(b) Permission to engage a special nurse will not be granted for more than 7 days at a time.

(c) Officers drawing a pay of above Rs. 1,000 per mensem will bear 25% of the special nursing charges, the balance of 75% being reimbursed by the Corporation; officers drawing pay of Rs. 1,000 and less will be given full reimbursement. Reasonable charges for one nurse for the day and one for the night will only be reimbursable by the Corporation. While claiming reimbursement from the Corporation the officer concerned should produce a certificate from the hospital/nursing home authorities along with the relevant bills and receipts in support of the expenditure incurred by him as in the enclosed form B or in such other form as may be laid down from time to time.

*Explanations*—(1) The pay that should be taken into account for this purpose would be the pay actually drawn by an Officer while on duty, or in the case of an Officer's own illness, the pay that he would normally have drawn during the period a special nurse is engaged.

(2) Reasonable charges for the purpose of this clause would mean the normal or standard charges levied at a particular centre for engaging special nurses.

(d) Charges for engaging special attendants and ward boys on the advice of the hospital/nursing home authorities will also be reimbursed by the Corporation, provided the maximum charges do not exceed Rs. 2 per shift.

NOTE—Charges for ward boys will not be reimbursable when charges for special nurses have been allowed during the same period and *vice versa*.

6. *Dental Treatment*—No reimbursement of charges will be allowed for dentures, gold fillings, crowns and bridges, etc. Officers will be reimbursed the actual charges incurred by them in respect of dental treatment, such as, extractions, fillings etc. if taken with the prior approval of the Corporation's Medical Officer, subject to the maxima indicated in the Statement 'A'. Charges for this treatment will be reimbursable both in respect of officer and his family members.

7 *Eye Treatment*—The cost of spectacles, either for an officer or for his family members, will not be reimbursable. If, however, the eyes are tested or treated for some disease with the prior approval of the Corporation's Medical Officer the charges for the same will be reimbursable both in respect of an officer and his family members.

8 *Immunisation Facilities*—It would be open to the family members of an Officer to get themselves immunised against Cholera, Typhoid, Plague etc. at the dispensary of the Corporation's Medical Officer.

9 *Massage Treatment*—(a) The Massage treatment should be undertaken on the advice of the Corporation's Medical Officer or other attending physician who is a qualified Medical practitioner.

(b) It should be carried out by a trained masseur.

(c) The progress of such treatment should be reported at stated intervals, along with the report of the attending physician, to the Corporation's Medical Officer where the treatment is taken at the instance of a Doctor other than the Corporation's Medical Officer.

(d) At the time of claiming reimbursement it should be certified by the Corporation's Medical Officer or other attending physician that the treatment has been completed or that the case has reached the stage of maximum benefit from the treatment.

(Each case of this kind will be examined in consultation with the Corporation's Medical Officer, on merits. Reimbursement exceeding Rs. 10 per visit of the masseur will not ordinarily be allowed).

10 *Ambulance Charges*—Ambulance charges for removing an Officer or his family member from the residence to the hospital/nursing home for treatment will be reimbursed in full.

## SECTION II—CLASSES II, III AND IV STAFF

11. *Ordinary medical attention.*—Free medical facilities will be provided to employees at the Corporation's dispensary. So also medicines, drugs, etc. will be supplied to employees from the dispensary of the Medical Officer of the Corporation free of cost. In the case of special drugs or injections prescribed by the Corporation's Medical Officer which are not available in the dispensary, the employee may purchase them separately and claim reimbursement from the Corporation.

12. *Private Treatment.*—The Corporation will not ordinarily entertain claims on account of private treatment taken by employees as they are normally expected to look to the Corporation's Medical Officer or to its hospitalisation scheme for all medical facilities. Suitable monetary relief will, however, be granted in deserving cases *i.e.* where the employees had real difficulty in receiving medical attendance at the Corporation or at the hospital (for example in an emergency or in cases of employees falling ill while on leave at a place where there is no Corporation's Medical Officer or a Government Hospital nearby necessitating treatment from a private doctor) but not where outside medical help was sought for without sufficient reasons, primarily to suit the employee's own convenience. An exception will, however, be made in the case of private treatment for typhoid/enteric fever. As it may be difficult to consult the Corporation's Medical Officer or to secure admission in a hospital for treatment in such cases, private treatment is recognised and the cost of Chloromycetin which is a specific drug for typhoid usually prescribed by doctors will be reimbursed to employees, particularly since it is an expensive drug.

NOTE : The medical facilities include treatment of dental, ophthalmic and ear, nose and throat diseases but do not include provision of spectacles, dentures, hearing and other aids to employees.

13. *Specialists treatment.*—Where the employee is suffering from a complaint which cannot be attended to by the Corporation's Medical Officer or the hospital and requires attendance by a Specialist, the Corporation will consider the grant of suitable monetary aid having regard to the merits of the case provided the treatment has been recommended by the Corporation's Medical Officer.

14. *Pathological etc. Examinations.*—An employee who requires to undergo pathological/radiological examinations or dental treatment will be sent by the Corporation's Medical Officer for such examination/treatment as an outdoor patient to one of the Government/Municipal General Hospitals where the Corporation will have made arrangements and where no such arrangements have been made, to Government/Municipal Hospitals. Employees will also be permitted to avail themselves of these facilities in any 'private' (*i.e.* hospitals under the management of a trust, charitable institution or a religious mission) or public hospitals but in such cases the Corporation will reimburse only the charges which would have been payable by it had the employees undergone examinations or taken treatment at one of the approved Government/Municipal Hospitals. For this purpose, private pathologists/radiologists, dentists, nursing homes, private clinics etc. will be outside the scope of the concession.

NOTE :—Where no charges are levied by Government/Municipal Hospitals for treatment or for pathological/radiological examinations reimbursement will be admissible at the rates not exceeding those set out in the statement 'B'.

15. *Hospitalisation.*—(a) The Corporation's Medical Officer may assist the employees and their family members in securing admission to the Central Ward or lowest paying bed in a Government/Municipal Hospital and the hospital charges and cost of treatment will be borne by the Corporation. Employees and their family members, if they so desire, will also be permitted to take indoor treatment with the prior approval of the Corporation's Medical Officer in any 'private hospitals' (*i.e.* hospitals under the management of a Trust, charitable Institution or a religious mission) or public hospitals of their choice but the Corporation in such cases would reimburse only the charges to the extent that would have been payable had the treatment been taken by the employees in hospital. Private Nursing Homes are outside the scope of this concession.

In the case of diseases like cancer, mental derangement, leprosy, etc. the employees and their family members will be allowed to avail themselves of treatment in

any recognised hospital subject to the condition that the Corporation would reimburse charges up to a reasonable extent and on the basis of the charges applicable to the General Ward/lowest paying bed.

(b) *Cost of special drugs.*—The Corporation will reimburse the cost of special drugs and injections (including insulin and vitamin injections if administered for curative purposes) that may be prescribed by the hospital authorities in the course of indoor treatment of employees and their families. The cost of tonics, vitamin tablets, toilet preparations, disinfectants etc. will not, however, be reimbursed.

(c) *Diet charges.*—Cost of diet will be borne by the Corporation in the case of both employees and families wherever it is charged for separately.

Maternity cases and connected complications such as abortion/miscarriage pre-natal and post-natal maladies etc. will not be covered by the Corporation's scheme of medical facilities.

16. *Treatment of Families.*—Facilities for the treatment of family members of employees for ordinary illness will not be admissible under the Corporation's scheme of Medical facilities. However, they shall be eligible for the following facilities :

(a) *Specialists Attention and Pathological etc. Examinations.*—The reimbursement by the Corporation of fees for consultation of specialists and other pathological, x-ray and other examination charges in the case of members of families will be limited to such consultation/examinations made while undergoing treatment as *in-patients* in the approved hospitals. In the case of such consultation/examinations when the members of families are undergoing treatment in a 'private'/public hospital the Corporation would reimburse the employees the charges which would have been payable by it had the members of families taken treatment at one of the Government/Municipal Hospitals. For this purpose, private pathologists/radiologists, nursing homes, private clinics, etc. will be outside the scope of the concession.

(b) *Hospitalisation.*—Same facilities as provided in the case of the employee with the exception that the cost of A.P./P.P. treatment in the case of T.B. patients after discharge from hospital will not be borne by the Corporation in the case of the family members of employees.

NOTE 1 :—The Corporation's scheme of medical facilities applies only to treatment under the allopathic system.

NOTE 2 :—For the purpose of the Corporation's scheme of Medical Facilities, "family" means an employee's wife and children (including adopted and step children) ordinarily residing with and wholly dependent on an employee.

NOTE 3 :—Full-time employees (permanent and temporary) of the Corporation are entitled to all the facilities provided by the Corporation under its medical facilities scheme. The part-time employees of the Corporation shall enjoy only such of the ordinary medical facilities as are admissible to full-time employees at the Corporation's dispensary or at the dispensary of the Corporation's Medical Officer.

## CERTIFICATE FORM 'A'

I certify \_\_\_\_\_ (wife/son/daughter of \_\_\_\_\_)\* employed in the Agricultural Refinance Corporation \_\_\_\_\_ has been under treatment for \_\_\_\_\_ disease at the \_\_\_\_\_ hospital and that the services of the special nurses for a period of \_\_\_\_\_ are essential for the recovery/prevention of serious deterioration in the condition of the patient.

Medical Officer  
in charge of the case at the Hospital.

Countersigned,  
Medical Superintendent, \_\_\_\_\_ Hospital.

Corporation's Medical Officer's remarks.

\*Delete if the patient is an employee himself.

This certificate will be passed on by the Corporation's Medical Officer to the Corporation with his remarks which will specifically state the number of days for which the employment of a special nurse has been authorised.

## CERTIFICATE FORM 'B'

I certify that \_\_\_\_\_ (wife/son/daughter of \_\_\_\_\_) \* employed in the Agricultural Refinance Corporation has been under treatment for \_\_\_\_\_ disease at the \_\_\_\_\_ Hospital and that the services of the special nurses, for which an expenditure of Rs. \_\_\_\_\_ was incurred vide bills and receipts attached, were essential for the recovery/prevention of serious deterioration in the condition of the patient.

*Signature of the Medical Officer  
in charge of the case at the Hospital.*

Countersigned,  
Medical Superintendent, \_\_\_\_\_ Hospital.

*Corporation's Medical Officer's remarks.*

\*Delete if the patient is an employee himself.

To be produced by the employee concerned at the time of claiming reimbursement.

## STATEMENT 'A'

## Charges for Dental Treatment

Rs.

- (a) *X-Ray*
- (i) One Inteval film .. .. 5
  - (ii) Full month inteval .. .. 50
- (b) *Minor Oral Surgery :*
- (i) Extraction under spray .. .. 2
  - (ii) Extraction under local anaesthe .. 5 to 10
  - (iii) Extraction under general anaesthesia 5 per tooth
  - (iv) Impacted tooth .. .. 20 to 50
  - (v) Lancing abscess .. .. 10
  - (vi) Alveolectomy minor .. .. 5
  - (vii) Alveolectomy major .. .. 25
  - (viii) Gingivectomy per sitting .. .. 10
  - (iv) Full mouth gingivectomy .. .. 60
  - (v) Apicotomy .. .. 10
- (c) *Conservative Treatments:*
- (i) One surgate silver filling .. .. 10
  - (ii) Two surface silver filling .. .. 15
  - (iii) Cement filling in deciduous tooth 5
  - (iv) Synthetic porcelain filling .. .. 10
  - (vi) Scaling (Prophylaxis) .. .. 15

## STATEMENT 'B'

*Statement showing the rates at which reimbursement will be allowed for pathological/radiological examinations of employees in Classes II, III and IV in cases where no charges are levied for such treatment/tests etc. by Government Hospitals.*

Investigations	Charges
Urine ..	3-00
Faeces ..	3-00
Sputum for Tubercle bacilli only ..	3-00
Sputum complete .. ..	10-00
R.B.C. and Hb. only .. ..	3-00
Total W.B.C. and differential count ..	3-00
Full blood count with indices .. ..	10-00
Bleeding and Coagulation Time .. ..	3-00
Prothrombin Time .. ..	15-00
Smears .. ..	5-00
Erythrocytes Sedimentation Rate (Wintrobe method) .. ..	3-00
Do. (Westergren's method) .. ..	3-00
Kahn Test .. ..	3-00
Wassermann Reaction .. ..	15-00
Widal or Well Felix or other agglutination Test ..	10-00
Tuberculin test .. ..	5-00
Routine culture (Blood, Urine, Faeces, Sputum, Throat Swabs, pus or other Exudates etc.) ..	15-00
Culture for tubercle bacilli .. ..	15-00
Cerebro Spinal Fluid (Routine) .. ..	15-00
Do. (W.R.) .. ..	15-00
Blood Chemistry (Urea, N.P.N.; Sugar; Calcium; Chlorides; Uric acid; Cholesterol; Creatinine ..	15-00
Gastric Analysis (Specimens sent to the Laboratory) .. ..	20-00
X-Ray charges .. ..	10-00
Screening .. ..	5-00
E.C.G. (Electrocardiogram) .. ..	15-00

Dental Treatment	Charges
X-ray one film .. ..	3-00
Extraction .. ..	
(i) Local Anaesthesia .. ..	1-00
(ii) General Anaesthesia .. ..	3-00
Impacted or 3rd Molar .. ..	10-00
Gingivectomy (full mouth) .. ..	20-00
Silver filling 1 surface .. ..	4-00
Silver filling 2 surface .. ..	5-00
Root canal treatment .. ..	10-00
Scaling (Prophylaxis) .. ..	10-00

## APPENDIX VII

## STAFF—RELEASE FOR MILITARY SERVICE—GRANT OF FACILITIES

The following principles shall be observed in regard to the lien, leave, pay, provident fund contributions, etc. facilities to be granted to the employees allowed to serve in the Army, Navy or the Air Force.

1. *Lien—Permanent employees.*—All the employees of the Corporation who may be permitted to take up military service shall be allowed to retain their lien in the posts substantively held by them in the Corporation. The period of their absence from the Corporation including the period of training and transit shall be treated as period of duty for the purpose of (i) seniority, (ii) increments and (iii) superannuation benefits including Provident Fund, Gratuity, etc. If any of the employees are permanently absorbed in military service their lien, which may be retained initially, shall be cancelled for all purposes from the date of their relief from the Corporation's service and they shall not be entitled to receive any benefits under the Corporation's service as from the said date. No recoveries shall, however, be made in respect of the difference between the pay and allowances if any, drawn by them in respect of their higher pay and allowances in the Corporation over the military rates, from the date of relief from the Corporation's service till the date of their permanent absorption in military service.

The vacancies in respect of the permanent employees proceeding on military service may not be filled up on a permanent basis. The vacancies may be filled up on a temporary basis, recruitment being made in the consequential vacancies, if necessary.

2. *Lien—Temporary employees.*—As regards the temporary employees who are members of the Territorial Army or Reservists (other than officers) of the Army, Air Force Reserve, Indian Fleet Reserve, Air Defence Reserve, Indian Naval Reserve and Indian Naval Volunteer Reserve and who are permitted to take up military service, they shall on release from such temporary military service, be permitted to come back to their posts in the Corporation, if they so apply, provided the posts are still in existence at that time and the service rendered is 'approved' military service. On their rejoining duty in the Corporation, they shall be allowed the pay and allowances which they would have drawn but for their taking up temporary military service and their previous temporary service rendered in the Corporation prior to joining military service shall also be counted for superannuation, etc. benefits to the extent their temporary service would have been counted for the purpose, had they not proceeded on military service. The period of their absence from the Corporation on military service shall be treated as period of duty, and they shall be allowed pay and allowances during the period of their military service in accordance with the instructions applicable to permanent employees proceeding on military service.

3. *Pay and Allowances.*—Permanent employees proceeding on military duty shall be eligible to draw the pay and allowances admissible to them in the Corporation from time to time had they not proceeded on military duty or the pay and allowances at the military rates whichever are higher. That is, when the pay and allowances of the Corporation employees as admissible to them in the Corporation from time to time are higher than the military rates of pay and allowances, the difference shall be paid by the Defence Authorities concerned on receipt of the last pay certificate from the Corporation and debits in respect thereof shall subsequently be raised



against the Corporation through the respective Accountants General. In this connection the following procedure may be followed :—

The last pay certificates of the employees allowed to take up military service should be forwarded by Corporation to the Defence authorities concerned. The Defence Accounts Officers shall raise debits against the Corporation through the Civil Accountants General concerned for the excess of pay and allowances admissible in the Corporation over the military pay and allowances and afford credits for recoveries made on account of provident fund contributions, advances, etc. indicated in the last pay certificate. The authority to whom the credits on account of provident fund, advances, etc. may be passed on by the Controller of Defence Accounts should also be clearly indicated therein.

In case the military pay is higher than the Corporation's pay and allowances, the Defence authorities shall pay them the military rate of pay and allowances and afford credit to the Corporation for recoveries made on account of provident fund contribution, advances, etc. as indicated in the last pay certificate.

In the case of those who take up military service as Junior Commissioned Officers/Other Ranks the pay and allowances admissible to them from the Corporation shall be reduced by Rs. 25.00 p.m. on account of free rations.

For the purposes of arriving at the pay and allowances of an employee in the Corporation his officiating pay may be taken into account, if, but for his proceeding on military duty, he would have officiated in the Corporation's service. The special pay admissible to a Clerk Grade I or on account of graduation etc. shall also be taken into account for the above purpose. However, if any special pay is admissible to an employee by reason of his holding a particular post in the Corporation it shall not be taken into account for determining the pay and allowances of the employee in the Corporation.

All office orders and administrative instructions including those relating to promotion under the 'Next Below Rule' which might have a bearing on the pay and allowances of the individual should be promptly communicated to the Controller of Defence Accounts (Officers) in case of personnel selected for Emergency Commission and to the Commandants of the Regimental Centres in the case of personnel selected for Junior Commissioned Officers/Other Ranks appointments.

All increments including crossing of efficiency bars in the Corporation scales of pay for these personnel shall continue to be granted as a matter of course unless a report from the military authorities is received indicating any punishments having the effect of stoppage of increments, pay and allowances.

Service sheets, leave fare concession sheets, personal files, etc. of the individuals shall not, however, be forwarded to the defence authorities.

4. *Provident Fund, Gratuity, etc.*—Employees of the Corporation who are members of the Provident Fund shall continue to contribute to the Corporation's Provident Fund in accordance with the Agricultural Refinance Corporation Employees' Provident Fund Regulations. All subscriptions and contributions shall be made on the basis of their substantive pay in the Corporation. As stated above the military authorities shall afford credit to the Corporation in respect of the employees's subscription to the Provident Fund as indicated in the last pay certificate. On receipt of the members' subscription the Corporation's contribution shall also be credited to their accounts.

While the Corporation agrees to treat the absence of employees on military duty as period of duty for the purpose of superannuation benefits including Provident Fund and Gratuity, it shall be ensured that they do not get double benefits. In this connection whatever superannuation benefits the employees receive on their release from the military service, should be surrendered by them to the

Corporation, subject to the condition that if the total amount of benefit received by them is more than the Corporation's contributions plus interest thereon towards their Provident Fund and Gratuity for the period of their absence on military duty, they shall be allowed to retain the excess amount with them.

5. *Next Below Rule.*—The benefit of the 'Next Below Rule' may be extended only in the cases of those permanent employees who, on account of their qualifications, efficiency and other considerations, would have been considered for promotions to the higher grades in the normal course. In the case of such employees on military service if any of their juniors officiate in the higher grade in the long term vacancies or officiate continuously for a period of six months, the benefit of 'Next Below Rule' may be extended to them. They would also be entitled to the seniority in higher posts to which they would otherwise have been entitled if they had not proceeded on military service.

6. *Leave.*—Employees on military service shall not earn any leave under the Corporation's rules for the period of their absence from the Corporation but any leave at their credit at the time of their proceeding on military service shall be carried forward and they would be permitted to enjoy the same on their return.

7. *Special Casual Leave.*—The period of absence from duty of the employees occasioned by their interview/medical examination etc. in connection with their joining the military service shall be treated as special casual leave. This concession may, however, be admissible only in those cases where it may not be possible for the employees concerned to attend to their duties after the interview/medical examination. If the employee withdraws his candidature at the interview he would not be entitled to any special casual leave.

8. *Travelling Allowance.*—No travelling allowance/advance for joining the military service nor for returning back to duty in the Corporation shall be admissible as the individuals would travel on Railway Warrants and would draw money from the Defence authorities in lieu of ration, etc.

9. *Medical Facilities.*—The families of the Corporation staff who take up military service may be granted same medical facilities which they would have got had the employees continued in the Corporation's service. These facilities shall, however, be made available only after obtaining a certificate that no such facilities have been availed of by them from the military authorities.

T. S. K. CHARI  
Deputy Secretary

#### MINISTRY OF LABOUR AND EMPLOYMENT

##### Employees' State Insurance Corporation

New Delhi the 23rd June 1964

No. INS.1-22(1)-2/64(6)—In pursuance of the powers conferred by Section 46(2) of the Employees' State Insurance Act, 1948 (34 of 1948), read with Regulation 95-A of the Employees' State Insurance (General) Regulations, 1950, I hereby notify 1st July, 1964 as the date from which the medical benefit as laid down in the said Regulation 95-A and the West Bengal Employees' State Insurance (Medical Benefit) Rules, 1955 shall be extended to the families of insured persons in the district of 24-Parganas in the State of West Bengal except in the following areas of the said district, namely :—

- (a) Such areas as fall within the jurisdiction of Calcutta Corporation to which the Scheme has already been extended; and
- (b) areas within the Mouzas Mirpur, Nangi, Bangla and Jagtala under Police Station Mahestala in Sadar sub-division.

V. N. RAJAN  
Director General

